

4 USE OF THE INTERNET/ONLINE AND MAIL SERVICES

1.1 Example 1 of Internet Usage and Mail Services Policy

PURPOSE

To communicate Management objectives for the acceptable use of Northern Oklahoma College-provided electronic mail and Internet/Intranet services by all employees and agents (“Users”) of Northern Oklahoma College and its subsidiaries.

POLICY

COLLEGE BUSINESS

Northern Oklahoma College-provided electronic mail and Internet/Intranet services are valuable business tools that enhance productivity and communication, but these tools cannot be abused. While incidental and occasional personal use of provided electronic mail and Internet/Intranet services are permitted, they are valuable corporate resources and must not be used for personal solicitation of non-college business, advancement of individual views, or illegal activity. All use and product of such use, including e-mails, is Northern Oklahoma College’s not the individual’s.

CONFIDENTIALITY

Electronic information on Northern Oklahoma College-provided electronic mail and Internet/Intranet services is an asset of Northern Oklahoma College, not the individual User. The college has the right at all times to monitor all electronic activity and information on the provided electronic mail and Internet/Intranet services. This Policy serves as notice to each User that the college may monitor activity on provided electronic mail and Internet/Intranet services without any advance notification to or consent by the User. Northern Oklahoma College reserves the right to disclose any information or communication transmitted or received using the provided electronic mail and Internet/Intranet services as may be appropriate, including disclosure to management, internal security, and law enforcement.

ELECTRONIC MASS MAILING

Mass mailings are messages sent to large email groups such as faculty, the staff, the student body, a division, or a group of organizations. While such messages may seem like a good way to spread information to a wide audience, many recipients perceive them as junk mail and find them offensive. Below are a set of guidelines developed for anyone interested in sending such messages.

Appropriateness:

Think about these points regarding the message you want to send, and the group to whom you want to send it.

- Is the subject of the message relevant to the audience?
- Would you feel comfortable presenting this message in person to each recipient?
- Would you go through the effort to do a mailing like this on paper?
- Has the message already been seen by your audience?

- If a group has a representative body (such as the Student Senate), you may wish to contact that body to confirm the appropriateness of a message, or to ask them to send it for you. The manager of your department or division can also assist in deciding if a message is appropriate.
- It is always inappropriate, and often illegal, to mass mail messages of a commercial, political, or fundraising nature.
- It is always inappropriate to forward chain letters or electronic "petitions."
- As a general principal, the larger a mailing list, the greater the burden to establish that the recipients will find a message useful.

Alternatives:

You should consider these as alternatives to a mass mailing in light of the nature and scope of your message.

- Campus publications
- Box Stuffers
- Posters/Flyers
- Verbal announcement at group meetings

Technical Issues/Netiquette:

If a mass mailing seems appropriate, follow these guidelines for actually posting the message.

- Contact the IT Department to learn about any current technical issues.
- If the message is part of a series to the same audience, make a statement at the top of the message identifying its purpose.
- Mail the message TO yourself and put the distribution list in the BCC field. This hides the very long list of names and addresses at the top of the message, making it easier for the recipient to read and print.
- Don't ask recipients to forward the message on to others.

If you receive inappropriate email, notify the Department of Information Technology. If the message originated within NOC, IT can communicate with the sender about the distribution of their message.

CONTROLLED AND PROHIBITED ACTIVITIES

All information posted on the Internet representing Northern Oklahoma College must be approved by the appropriate corporate department and consistent with the college's policy for communicating information to the public. Only specifically authorized management or their designee may send broadcast messages to all e-mail Users within one or more of the Northern Oklahoma College campuses.

PROHIBITIONS:

- Creation of Web pages or information sites without appropriate written approval.
- Posting statements representing or purporting to represent Northern Oklahoma College on the Internet or Intranet.
- Using email for purposes of political lobbying or campaigning except as permitted by College rules and regulations.
- The generation or circulation of any form of "chain letter" or other nonprofessional communication.
- Use of Northern Oklahoma College-provided electronic mail and Internet/Intranet services to transmit information on behalf of any company or entity other than Northern Oklahoma College.
- Use of pseudonyms to disguise the identity of a sender.

- Postings to “message boards” about business or individuals within Northern Oklahoma College or any opinions about Northern Oklahoma College or individuals within Northern Oklahoma College.
- Communications on Northern Oklahoma College-provided electronic mail and Internet/Intranet services should be professional and should not contain any pictures, materials, comments, language, links or anything else that might be considered inappropriate or offensive.
- The access of inappropriate web sites and the posting of offensive materials on or using Northern Oklahoma College-provided electronic mail and Internet/Intranet services will not be tolerated and may subject offenders to immediate discharge. The college reserves the right to restrict access to certain sites.
- Use of proxies or services that by-pass the Network controls for Internet content and message filtering.

ILLEGAL ACTIVITIES

Illegal activities, such as harassing other users, accessing or distributing threatening or obscene material, and intentional spread of computer viruses or other destructive information, malicious service disruption, unauthorized attempts to break into any computer system or use resources or access or destroy data belonging to Northern Oklahoma College or any other organization or individual, or unauthorized use or retrieval or distribution of copyrighted material are strictly prohibited. Any illegal use of Northern Oklahoma College-provided electronic mail and Internet/Intranet services will subject the user to prosecution to the full extent of the law. Users can also be held personal liable for any and all damages caused by such activities and may be subject to immediate discharge.

SECURITY

Access to the Northern Oklahoma College-provided electronic mail and Internet/Intranet services must be approved. Only Northern Oklahoma College-approved software may be used when connecting to the Internet through Northern Oklahoma College’s network. Before access to the provided electronic mail and Internet/Intranet services will be granted, the User is required to acknowledge receipt and understanding of this policy and sign a statement of acceptance. Account IDs and passwords for the Services are strictly for the use of the registered User and should not be shared or made accessible to others. Under circumstances in which passwords must be provided to others to gain access to the computer, such as system maintenance or repair, a new password should be created and used after the completion of that process. Computers capable of live access to the provided electronic mail and Internet/Intranet services should not be left unattended. Sensitive information must be protected while being transmitted over the Services.

MISADDRESSED MESSAGES

Recipients of messages or information inadvertently sent or misaddressed to them should not copy, retain or disclose the contents of such messages. It is the policy of Northern Oklahoma College that such messages should be deleted and the sender should be notified, if possible, that the message was misaddressed or misdirected.

ACCOUNTABILITY

Every employee at each level is strictly accountable for the enforcement of this policy. Users and their managers are strictly accountable for the accuracy and appropriateness of links and information available from the User’s Internet sites.

APPROVAL REQUIREMENTS

N/A

POLICY OWNER/CONTACT

The policy owner is the Director, Information Technology. Questions regarding this policy should be directed to the policy owner.

1.2 Example 2 of Internet Usage and Mail Services Policy

ACCEPTABLE INTERNET USE POLICY

- Ensure all software downloaded from non-Northern Oklahoma College sources via the Internet are screened with a virus detection software prior to being invoked.
- Do not place Northern Oklahoma College material (software, internal memos, etc.) in any location, on machines connected to Northern Oklahoma College internal networks or on the Internet, unless the persons who have access to that location have a legitimate need-to-know.
- Be aware that all publicly writable directories on Northern Oklahoma College Internet-connected computers can be reviewed and cleared each evening;
- Be aware that all internet traffic is recorded;
- Do not use the Internet for commercial purposes such as advertising, marketing, or business transactions without approval of Northern Oklahoma College management;
- Do not create, modify, execute, or distribute any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages;
- Do not probe security measures at either Northern Oklahoma College or other Internet sites unless you have first obtained permission from Northern Oklahoma College;
- Do not send or disclose Northern Oklahoma College secret, proprietary, or confidential information over the Internet;
- Do not sell or transfer any of Northern Oklahoma College's software, documentation or any other internal information to any non-Northern Oklahoma College party for any purposes other than business purposes expressly authorized by management;
- Do not participate in pirated software, music exchanges, or other non-business related newsgroups, chat rooms (including but not limited to: USENET, web forums, blogs, etc.), and FTP sites; and
- Do not participate in peer-to-peer applications (including but not limited to: WinMX, Kazaa, Bearshare, Morpheus, eDonkey, etc.).