Northwest Indian College
INTERNET/INTRANET ACCEPTABLE USE POLICY

Overview

The Internet is quickly becoming an indispensable resource. N.W.I.C intends to utilize this resource to conduct business, communicate with entities and business partners, and use this new technology to take advantage of research materials. As part of our efforts to exploit this technology, the Internet Acceptable Use policy details how our employees and agents should use the Internet.

General Principles

The Internet is similar to other environments we communicate in every day, such as the telephone or videoconference. N.W.I.C expects all employees and agents to behave in a civil and appropriate manner. Specifically, the following guidelines should be followed at all times:

- Adhere to commonly acceptable guidelines of NWIC codes of conduct
- Adhere to the Acceptable use policy for the Internet Service Provider (ISP) or Northwest Indian College
- Use only services you have authorization to access
- Always represent yourself as yourself – never someone else
- Do not send material classified 'Not for Disclosure' Unencrypted on the Internet (see section below for detail)
- Obey all copyright laws
- Material that would be considered inappropriate, offensive or disrespectful to others should not be accessed or stored.

General Use guidelines

When an employee or agent connects to the Internet using the *.nwic.edu or other Northwest Indian College address designation, it should be for Northwest Indian College business-related activity. Anytime these addresses are used, the use reflects on Northwest Indian College and, therefore, must comply with this policy. This applies whether or not Northwest Indian College provided hardware, software, or connectivity.

Specifically, the Internet connection or Internet address provided by Northwest Indian College should not be used:

- For personal gain or profit
- To represent yourself as someone else
- For solicitation of Northwest Indian College employees or agents
- To provide information about, or lists of N.W.I.C employees, agents, or customers
- When it interferes with your job or the jobs of other employees.

You must also adhere to the specific Acceptable Use Policy for the Internet provider being used.

Data Classifications
Northwest Indian College uses the following four classifications of information:

- <u>Public</u> - information that is generally available in the public realm
- <u>N.W.I.C Use Only</u> - Information that is used in day-to-day operation of the Northwest Indian College; this information is used by N.W.I.C personnel, and business partners.
- <u>N.W.I.C Confidential</u> - Information that is generally used throughout the organization, but is not released to anyone not a member of the organization, such as outside companies, and other Government Institutions.
- <u>Not for Disclosure</u> - Information whose disclosure would cause irreparable harm to N.W.I.C or Northwest Indian College, this includes documents such as financial statement, strategic plans, etc.

Only Public documents can be stored on Internet sites not operated by Northwest Indian College. Public documents can be transmitted over the Internet via regular e-mail. "N.W.I.C Use Only," "N.W.I.C Confidential," and "Not For Disclosure" documents may not be stored on the Internet, But may be transmitted via email only if the message is secured using S-MIME with the contents encrypted and the message digitally signed using N.W.I.C issue Digital ID.

Internet Access & Facilities
The Internet Includes several applications that enable interactions between multiple parties. This policy covers the primary applications and provides guidelines for using each.

Email
Electronic mail is the most commonly used facility on Internet. When communicating using email, remember:

- Avoid using casual informality in email messages, these comments are easily misunderstood; remember email is a legal document.
- Do not send or participate in chain letters.
- Do not send mail so that it appears to come from someone else.
- Do not send flames or libelous slanderous, threatening or abusive messages.
- Send all attachments using the MIME standard.
- Secure email, when appropriate, using the S-MIME standard.
- The following should never be transmitted via non-secured (unencrypted, not-signed) email:
    Login Ids
    Passwords

     Network Configurations
     N.W.I.C Use Only, N.W.I.C Confidential, or Not for Disclosure documents
    Any documents containing employee, or client information
    Any document regarding a legal Matter

World Wide Web
The World Wide Web is becoming the de facto information resource for the whole world. When 'surfing' the web, always follow these guidelines:

- Never use the same username and/or password for a web site that you use for a N.W.I.C account
- Only visit appropriate sites that relate to the business of N.W.I.C and Northwest Indian College.
- Do not use your Northwest Indian College address in non-business related web sites.

News and Chat Sessions

Social Media sites, Chat and forums are a form of conferencing that are very open, candid, and adversarial at times. Please follow the rules of "netiquette" (etiquette on the Internet) which can be found in the news groups. Social Media sites is for the most part a friendly place. However, if you are on Social Media sites and find yourself being "attacked," be thoughtful about how you respond. Remember you are responding from a Northwest Indian College Address even though you may be expressing your own opinion. In many cases, the best thing is to limit your replies to the facts, or withdraw from the conversation altogether. Here are some other guidelines for participating in Usenet.

- Read a particular Social Media site for a while before posting on it
- Limit the newsgroups you are posting information or replies to – be a group expert
- Never blindly post something to a large number of groups; Known as "spamming'
- Make sure you provide a legitimate Internet address in your Social Media sites 'reply to' line
- Keep your 'signature' (the personnel information usually to the bottom of every post) in postings short, no more than five lines
- Do not say something on Social Media sites you would not say to someone standing next to you
- Consider using a disclaimer, such as "these opinions are mine and not necessarily those of NWIC

Monitoring

Northwest Indian College reserves the right to monitor, or an agent of N.W.I.C to monitor, all Internet activity initiated from an account provided by NWIC.

Penalties for Misuse

Any violation of the above rules and conditions may result in disciplinary action, Personel Action Policy.

Employee Acceptance

I have read and understand the conditions and rules governing Internet access provided by Northwest Indian College and I agree to abide by the rules and conditions in this document. I also understand that all activity on Northwest Indian College provided computers is subject to monitoring and audit. Any violation of the above rules and conditions may result in disciplinary action, civil action, and/or criminal prosecution.

Name Printed:_____

Signature:_____**Date**:_____