

# **Procedure Title: Acceptable Use**

**Impact:** Employees/Students/Affiliates

**Responsibility:** Chief Information Officer

**Effective Date:** 6/26/1996

**Revised Date:** 8/23/2017

**Reviewed Date:**

**Relates to Procedure(s):** 3.08.01

**Legal Citation(s):**

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## **I. Acceptable Use**

North Idaho College (NIC) Information Technology (IT) resources must be used appropriately to ensure and preserve their integrity and confidentiality so that NIC can meet its mission and goals. Federal and State laws and regulations, and NIC policies also require appropriate use and the adequate protection of NIC information technology resources and data.

All users are responsible for using and protecting NIC IT resources and data appropriately and in accordance with this policy, procedure, and guidelines.

Nothing in this policy supersedes or modifies any other applicable NIC policy, Federal and State laws and regulations.

### **A. Definitions**

1. “Affiliate” refers to any authorized individual, business, or organization connected to NIC, authorized to act on behalf of NIC, or authorized to conduct work related to NIC needs.
2. “Information Technology” or “IT” resources refers to any resource related to the access and use of digitized information, including but not limited to hardware, software, devices, appliances, and network bandwidth.