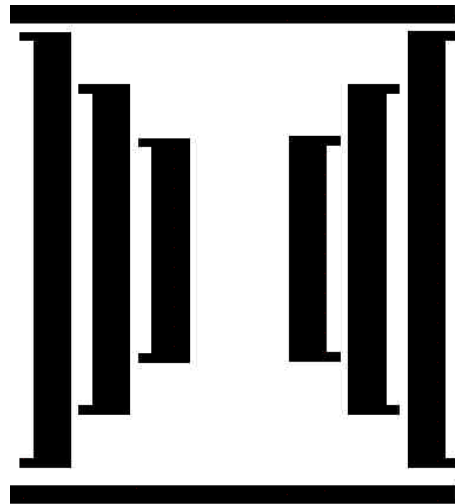


North Carolina Community College System (NCCCS)



Statement of Understanding Data Warehouse Use and Information Security



North Carolina Community College System Office

Statement of Understanding

Data Warehouse Use and Information Security

Purpose

This policy applies to any Data Warehouse User (or user) of their rights and obligations, whether employee, vendor, contractor or college staff or other user, relative to federal and state law and NCCCS's Data Warehouse Use and Information Security.

NCCCS Policy for Computer Software Use

NCCCS licenses the use of computer software from a variety of vendors. NCCCS does not own the copyright to this software or its related documentation and, except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), does not have the right to reproduce it for use on more than one computer.

- Any user who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to NCCCS or who places or uses unauthorized software on NCCCS premises or system shall be subject to termination of access, disciplinary action up to and including dismissal.
- Users are not permitted to install software on NCCCS systems without permission. Users are not permitted to copy software from NCCCS computers and install it on their home or any other system without permission.
- Users learning of any misuse of software or related documentation within NCCCS shall notify the System Administrator or other appropriate person. According to the U.S. Copyright law, 17 U.S.C. et. Seq., unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages and criminal penalties, including fines and imprisonment.
- NCCCS does not condone and specifically forbids the unauthorized duplication of software.
- With regard to software usage on local area networks, users shall use the software only in accordance with the license agreement.
- The copyright of software written by users using state equipment and time is owned by NCCCS.
- Disposal of software shall be done in accordance with the license agreement and state law. Users are not allowed to dispose of software without permission.



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NCCCS Policy on release of Information

It is the policy of the North Carolina Community College System Office (the Department of Community Colleges) to release information concerning Community College students and staff members in response to requests from the public as follows:

1. Aggregate and summary data concerning students and staff members such that personally identifiable information is not disclosed;
2. Detailed personally identifiable information about students or staff members where required for completion of research or assessment activities of the Community College System to NCCCSO contractors or educational and governmental agencies subject to the conditions specified in the Family Educational Right to Privacy Act and subject to the condition that personally identifiable information shall not be released.

Requests for personally identifiable information about Community College students and staff members will be referred to the college that enrolls or employs the student and/or staff members. At the request of the community college, the System Office staff will provide technical assistance in determining the appropriate way to respond to such requests.

NCCCS Policy for Computer IDs

All computer IDs, personal identification numbers (PINs), or tokens, regardless of the associated hardware platform, are considered to be state property that has been issued to the user. The user is responsible for the use of any IDs and for any hardware or software devices associated with the ID.

- Computer IDs are assigned to users. Users are accountable for all activity carried out with their IDs.
- Users are not allowed to share their IDs with other users or borrow any ID from someone else.
- All users are responsible for choosing passwords that are difficult to guess and for ensuring that their passwords are kept secret and not revealed to anyone. Passwords must be at least 8 alphanumeric characters in length including at least one numeric character. Contain upper and lower-case characters and a special character.



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NCCCS Policy for Computer Ethics

- Users must consider the requirements stated in the Family Educational Rights and Privacy Act (FERPA) Federal Regulation 34 CFR Part 99 and Chapter 132 of the North Carolina General Statutes - Public Records when storing, viewing, and reporting student information contained in the Data Warehouse.
- Users shall notify the System Office Data Warehouse staff immediately in regard to any illegal or unethical practices that come to their attention.
- Users who own or are responsible for information should always make sure that the information is reasonably protected and that ownership of it and rights to it are clear to all users.
- Users shall not place NCCCS information (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission.

NCCCS Statement of Understanding

All NCCCS employees, including contractors, vendors, contractors or college staff who use the NCCCS Data Warehouse must read and sign this Statement of Understanding.

I have read the NCCCS Statement of Understanding for Data Warehouse Use and Information Security and agree to abide by it. I understand that violation of these policies may result in disciplinary action by my supervisor, the loss of my Logon ID and that I am subject to punishment by state law as stated in Article 60, Chapter 14 of the North Carolina General Statutes - Computer Related Crimes.

Name

Title

Signature

Date

Supervisor

Community College President