Software License Policy

Individuals who allocate the use of and access to NCCU computing and network resources are responsible for ensuring that all users are aware of any restrictions and of their obligations under applicable license agreements, including any specific written authorizations or notices that may be required.

All software installed on University computers must be properly licensed. In order to protect the interest of the University, ITS shall maintain an inventory of all computers and all software products installed on each computer. When users have made their own software purchases, it is their responsibility to furnish a license agreement to ITS. Any changes in hardware or software configuration on any University computer should be promptly communicated to ITS.

Please review the entire policy at:
http://www.nccu.edu/formsdocs

Service Policy

All equipment or devices deployed on the University’s network (including hosts, servers, switches, etc.) and/or registered in any DNS domain owned by NCCU must follow this policy. All new equipment which falls under the scope of this policy must be configured specifically, unless a waiver is obtained from Information Technology Services (ITS). All existing and future equipment deployed on the University’s networks must comply with this policy.

Please review the entire policy at:
http://www.nccu.edu/formsdocs

North Carolina Central University
Information Technology Services Division

712 Cecil Street
3rd Floor
H. M. Michaux, Jr.
School of Education
Durham, NC 27707

Telephone: (919) 530-7676
Fax: (919) 530-5097

Technology Policies NCCU

A summary of the policies and procedures that govern the use of Information Technology at NCCU.
**Responsible Usage Policy**

Responsible use includes, but is not limited to, respecting the rights of other users, sustaining the integrity of systems and related physical resources, and complying with all relevant policies, laws, regulations, and contractual obligations.

Please review the entire policy at: http://www.nccu.edu/formsdocs/files/itsresponsibleusepolicy.pdf

**Electronic Mail Policy**

E-mail is an approved medium for communicating with students, faculty, staff and the outside campus community. The University when communicating with Faculty, Staff and Students via electronic mail will only do so using the official NCCU e-mail address. Users are prohibited from engaging in activities involving e-mail that violates or causes harm to resources and other users.

Please review the entire policy at: http://www.nccu.edu/formsdocs/files/itsemailpolicy.pdf

**Data and Information Policy**

Federal and state laws assign legal responsibility for the correct and appropriate use of information in order to protect a person's right to privacy. Owners of data are responsible for making decisions about the use and protection of information in their custody. Areas of concern shall include:

1. Accuracy and completeness of data and information;
2. Classification of data as confidential (subject to privacy laws), sensitive (non-public salary information) or public;
3. The authorization process to permit access to the information and to terminate access when necessary;
4. The identification and minimization of risks and exposures;

The utilization of established procedures designed to protect information from unauthorized access or disclosure, whether accidental or intentional.

Please review the entire policy at: http://www.nccu.edu/formsdocs/files/itsdataandinformationpolicy.pdf

**File Sharing Policy**

Because there are legitimate academic, research, and personal uses of file sharing applications, North Carolina Central University does not ban them from its network. However, the University recognizes that most file sharing activity consists of copying music and video files for personal enjoyment, often violating Copyright law and/or using a disproportionate amount of network resources. Before participating in any file sharing activity, users of University computing and electronic communication resources should ensure that such activity is in compliance with this Regulation and other related University policies.

Please review the entire policy at: http://www.nccu.edu/formsdocs/files/itssqlsharingpolicy.pdf

**Wireless & Network Security Policy**

The University reserves the rights to limit, restrict, or extend access to the wireless airspace on campus. Any person operating a wireless device that interferes with existing central network services or overload the network, will be notified and steps will be taken to protect the overall University network. This may include disconnecting the offending computer device from the network until the problem is resolved. If the condition is an imminent hazard to the University network or disrupts the activities of others, then the offending computer may be disconnected without prior notice.

Please review the entire policy at: http://www.nccu.edu/formsdocs/files/itswirelessandnetworksecuritypolicy.pdf

**Web Policy**

All official web pages must adhere to federal, state, local, and University regulations. No copyrighted or trademark information may be posted without written consent of the owner.

The university web presence is a tool for communicating with both internal and external constituents, each web page is a University asset and the Web Liaison should therefore be aware of the other University policies and guidelines that relate to University assets, including, but not limited to:

- Software use
- Copyright
- University logo use/placement
- Privacy
- Computer use

Please review the entire policy at: http://www.nccu.edu/formsdocs/files/WebPolicy_20071017-1.pdf