

Pitt Community College Information Technology Systems

Internet Policy

Overview

Internet access and usage for Pitt Community College must be managed as a valuable and mission critical resource. This policy is established to:

- Create prudent and acceptable practices regarding the use of the Internet
- Educate individuals who may use information resources with respect to their responsibility associated with such use

Purpose

The purpose of this policy is to establish the rules for the use of Pitt Community College Internet for access to the Internet. This policy applies to all individuals granted access privileges to any Pitt Community College information system or resource with the capacity to access the Internet, the Intranet, or both.

Policy

Users are provided access to the Internet to assist them in the performance of their jobs. At any time, at the request of management, Internet access may be revoked. IT may restrict access to certain Internet sites that reduce network performance or are known or found to be compromised with and by malware. Pitt Community College IT will use internet filters to block high-risk content and deny access to any unwanted material or malware in support of the Acceptable Use Policy.

All software used to access the Internet must be part of the Pitt Community College standard software suite or approved by IT.

Users accessing the Internet through a computer connected to Pitt Community College's network must do so through an approved Internet firewall or other security device. All software used to access the Internet shall be configured to use a proxy or other means of managing or controlling. Bypassing Pitt Community College's network security, by accessing the Internet directly, is strictly prohibited.

Users are prohibited from using Pitt Community College Internet access for: unauthorized access to local and remote computer systems, software piracy, illegal activities, the transmission of threatening, obscene, or harassing materials, or personal solicitations.

Expectation of privacy

Users should have no expectation of privacy in anything they create, store, send, or receive using Pitt Community College's Internet access.

Users expressly waive any right of privacy in anything they create, store, send, or receive using Pitt Community College's Internet access

File Downloads and Virus Protection

Users are prohibited from downloading and installing software on their PC without proper authorization from IT. Technical controls may be utilized to limit the download and installation of software.

Downloaded software may be used only in ways that conform to its license and copyrights.

All files, downloaded from the Internet, must be scanned for viruses using Pitt Community College approved virus detection software. If a user suspects a file may be infected, he/she must notify IT immediately.

Users are prohibited from using the Internet to deliberately propagate any virus, worm, Trojan Horse, trap-door, or other malicious program.

Monitoring of computer and Internet usage

All user activity on Pitt Community College assets is subject to logging and review. Pitt Community College has the right to monitor and log all aspects of its systems including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.