

The Campus. Communicator

Craven Community College Student Publication

Student Newspaper Staff Policy Guidelines and Operations Handbook

(Rev. 2/05)

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SECTION I. PURPOSE

This document sets forth policies and procedures governing the student newspaper of Craven Community College (CCC).

Mission Statement

The *Campus Communicator* is a student-oriented publication intended to provide information on College news, events, and other incidents that significantly impact the lives of Craven Community College students.

The goal of the newspaper is to provide news of CCC and closely related information to the CCC community in a manner that is consistent with this community college's educational mission.

Status

The *Campus Communicator* was recognized as an official entity by the Student Council in 2002. It is a campus monthly publication (August through May) with unique bylaws, policies and procedures.

Funding

Student publications are funded by other fees and by revenues generated by advertising sales. A monthly budget for the student publication is prepared by the student editor in consultation with the advisers and finance manager. Expenditures are reviewed and approved by the advisers. Final signature authority rests with the Vice President for Student Affairs.

SECTION II. POLICY/PROCEDURES

The guidelines, policies and administrative procedures pertaining to staffing and publication of the *Campus Communicator* are as follows:

1. The student newspaper staff shall exercise **their First Amendment Rights** in a manner that is consistent with the purpose **and mission** of the Campus Communicator and educational mission of Craven Community College.
2. At the same time, editorial freedom involves corollary responsibilities, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.
3. The staff shall also respect the privacy rights of students, and former students and will publish no information which is prohibited by federal or state law, **including without limitation the Family Educational Rights and Privacy Act (FERPA) and the regulations which attend FERPA.**

Learning Environment

In the absence of formal journalism instruction, the *Communicator* encourages its senior staff members to mentor newcomers and explain patiently and helpfully how news writing differs from academic composition.

The *Campus Communicator* Student Newspaper Staff Policy Guidelines and Operations Handbook, which includes guidelines for interviewing, news writing, news photography and pagination, will be distributed to each staff member.

The *Campus Communicator* encourages all currently enrolled Craven Community College students to join its staff, regardless of skill level, age or career concentration. Staff members are expected to adhere to journalistic principles and professional ethics at all times.

Design and Publication

The *Campus Communicator* will be published monthly during the Fall and Spring semesters as indicated by the College's academic calendar. The *Campus Communicator* editor and production manager will collaboratively create a standardized design for the *Communicator*, which will include the appearance of the newspaper's flag ("nameplate" on front page), masthead, standing heads, headlines, bylines, cutlines, catchlines, photo credits and other design elements.

The *Communicator* stylebook will also contain lists of approved fonts, typefaces, sizes

and weights for newspaper design elements. The production manager and copy editors assisting with the *Communicator's* layout will be expected to adhere to the *Communicator's* style and maintain the paper's consistent appearance. The editor will make final decisions on design and pagination.

The *Communicator* contracts with a professional printing company to publish the monthly student newspaper on broadsheet newsprint. The decision to publish with a different company will be made by the adviser with the recommendations of the editor and production manager.

News Coverage

The *Campus Communicator* will cover news and events regarding and related to students and staff at Craven Community College's New Bern and Havelock campuses. It is not the mission of this newspaper to shame or humiliate students charged with crimes, and such matters must be handled with great maturity and sensitivity in accordance with applicable law. It is the goal of the paper to protect the privacy of the students and staff; therefore addresses of students and staff will not be published unless authorized by those students or staff.

Placement

1. Story and photo proposals are approved by the editor or managing editor, who weigh the newsworthiness of each event and determine its relevance to the readership and **the newspaper's stated purpose and mission.**
2. Prominence of placement in the newspaper is determined first and foremost by news value and secondarily by strength of reporting and photography.

Accident and Crime Reporting

1. **Subject always to the requirements of the Family Educational Rights and Privacy Act (FERPA), the following information may be reported: (a) Misdemeanor charges involving Craven Community College students that occur on campus will be reported; and (b) Felonies and serious crimes involving students on or off-campus .**
2. **Subject to the requirements of FERPA, legally obtained information that is considered public record may be published in the *Campus Communicator*.**
3. **However, addresses of suspects and victims of crimes will not be considered for publication.**
4. **Names and ages of crime suspects and victims are considered key factual information and will be included except in circumstances where a victim's name is kept confidential, such as allegations of rape.**
5. **Crime stories must present the facts of each case in such a way as to avoid presumption of guilt or innocence. If a story states that criminal charges are filed, it should be followed up with coverage of whether the suspect is found guilty or not guilty in court.**

Opinion Articles

The *Campus Communicator* publishes unsigned editorials written by the editor, opinion articles written by members of the *Communicator* staff and letters to the editor written by students and staff members.

Opinions from all sides of the political spectrum are welcome, however, writers of opinion articles may not distort or misrepresent factual information or include libelous claims.

Communicator reporters and photographers can volunteer or accept assignments to cover campus events. While representing the newspaper, reporters are expected to conduct themselves professionally.

General News Operations

As a student newspaper, the *Campus Communicator* strives to abide by the journalistic principles of fairness, objectivity, accuracy and relevance. The *Communicator* also adheres to standardized journalism convention, such as inverted pyramid-style news writing and Associated Press style.

The *Communicator*'s official reference guide is "The Associated Press Stylebook and Briefing on Media Law."

Deadlines

1. Opinions, features and advertisements are due on the 12th of every month.
2. News stories are due on the 16th of every month.
3. Staff members are expected to submit their articles and photographs on or before the deadline day.
4. Extensions and exemptions will be granted on a case-by-case basis by the editor, who will take extenuating circumstances into account.
5. Reporters and photographers who do not meet the deadline and do not request an extension are not guaranteed that their stories and photos will be published.
6. **Advisers must have a submitted copy of all the articles intended to be published one week prior to the end of the month to allow sufficient time for discussion.**

Editorial Submissions

The *Campus Communicator* accepts submissions of articles, photographs and letters to the editor from Craven Community College students and staff. The *Communicator* will edit all submissions for spelling, grammar and Associated Press style. While every effort is made to ensure that all submissions are published, the *Campus Communicator* does not guarantee the immediate publication of editorial submissions.

The deadline for all editorial submissions is the 16th of every month for publication in the following month's issue. Extensions can be granted and late submissions can be accepted at the editor's discretion.

Letters to the Editor Policy

The following policy for the publication of letters to the editor will be printed verbatim in the *Campus Communicator*. Changes to this policy must be approved by the advisers **and Advisory Committee**.

Submission Guidelines

1. The *Campus Communicator* welcomes letters to the editor from students, faculty and staff. Letters of 250 words or fewer will be accepted; significantly longer letters may be edited for length.
2. All letters must be exclusive to the *Campus Communicator* and must include the writer's name and telephone number for verification purposes. Phone numbers will not be published.
3. Letters will appear on a space-available basis. The *Campus Communicator* does not accept open letters, letters to a third party, unsigned letters, **or letters from the general (non-college) public**. The *Communicator* reserves the right to edit all submissions.

Letters to the editor may be e-mailed to **news@cravencc.edu** or delivered to the *Communicator* office in the suite 101-C, Student Center

Advertising:

The student newspaper may accept, **from any legitimate business or any 501(c)3 organization**, advertising which, in the judgment of the advertising manager and advisers, is in agreement with honesty, accuracy, and good taste. Discriminatory advertising is not accepted for publication.

SECTION III: WORK ENVIRONMENT

Membership, Conduct and Dismissal Guidelines

Membership

1. The *Campus Communicator* allows all currently enrolled Craven Community College students to serve as staff writers, staff photographers and advertising sales representative. **No student may participate as an editor for more than two years.**
2. **Staff members must maintain a 2.0 GPA; leadership positions (as follows) must maintain a 2.5 GPA:**
 - a) Editor
 - b) Finance Manager
 - c) Advertising Manager
 - d) Managing Editor
 - e) Production Manager.
3. Names will be added to the newspaper masthead with the publication of a new staff member's first byline or photo credit.

Requirements to Maintain Membership

1. Members in good standing are expected to attend weekly staff meetings on the New Bern or Havelock campus.
2. Exemptions will be granted if a staff member is unable to attend meetings because he or she has a class scheduled during the meetings.
3. Staff members are also expected to contribute in their respective capacities to at least two out of four issues per semester

Grounds for Suspension and Dismissal

1. Staff members can be suspended or dismissed if they consistently fail to comply with the *Communicator's* membership requirements or commit a severe violation of the rules set forth in the Student Newspaper Staff Policy Guidelines and Operations Handbook explained in Section IV—The Advisory Committee.
2. Plagiarism, intentional fabrication and libel constitute grounds for immediate dismissal.
3. **Violations of the Student Code of Conduct may constitute grounds for dismissal.**

Suspension and Dismissal Process

1. Staff members who have been dismissed will be notified verbally and in writing by the editor (if the violation occurred in the news department) or the advertising manager (if the violation occurred in the advertising department), in accordance with **Section IV—The Advisory Committee.**
2. Dismissed or suspended staffers who would like to appeal their dismissal or suspension may do so in writing to the editor. If it is not resolved to the former/dismissed staffer's satisfaction, he or she may appeal to the adviser. If the dispute cannot be mediated, the suspended/dismissed staff member may appeal to the Advisory Board, which will issue a final, binding ruling.

Language

Please refrain from using profanities in the work area. The newsroom is a place of business and should be professional at all times.

Food and Beverages

Eating in the newsroom is permissible; however, it must be restricted to a certain area. The center table will be the only area for food and beverages. NO food or drinks are allowed on workstations. Computers and work can be damaged or destroyed if spills occur. All waste must be disposed to avoid odor and accumulated trash. Each staff member is responsible for his or her own mess, so please clean up immediately after eating.

Gossip

Gossip will not be tolerated between or among staff members. It creates separation and negativity and it hinders the professional environment in which we seek. Please speak directly to any staff member if a problem arises. If the problem is not resolved, meet with the advisers to discuss the situation privately between the two individuals. Continued gossip will not be tolerated and may lead to termination.

Personal Hygiene

Please take care of your own personal hygiene as a courtesy to your Communicator staff members. All staff members work closely together and use the same equipment so please be sure to wash your hands.,

Dating

The Campus Communicator requires that staff members keep all aspects of their personal relationships out of the newsroom, staff meetings, and other functions that engage your full attention. Some personal conduct may seem offensive to others and also serves as a distraction. The newsroom should be occupied by only staff members who are working on the paper, and should not be used for mere socialization.

Computer Usage

Communicator computers and printers are used only for newspaper related business. All staff members must **sign the student portion of the "Accepted Use Policy"** in order to gain access to Communicator property. **Please see Appendix page for a draft copy of the AUP.**

SECTION IV. THE ADVISORY COMMITTEE

The Advisory Committee has been established to devise, implement, and supervise general policies concerning the student newspaper. The committee shall also review information when there is a disagreement between the editor and advisers on content. The committee will also make recommendations on selecting and/or terminating the editor.

Membership

The Advisory Committee shall consist of five voting members in addition to non-voting ex-officio members. An affirmative vote from a simple majority of the voting members of the Advisory Committee is the final authority concerning issues and complaints with the *Campus Communicator*.

Voting Members

There shall be five voting ex-officio members as follows:

1. **Dean of Student Services**
2. **Associate Vice President of Institutional Advancement**
3. **President of the Student Council**
4. **A student appointed by the Communicator staff for a one-year term, which may be renewed.**
5. **A faculty representative, from the English Department, will be appointed for a one-year and may be recurring.**

Non-voting Members

There shall be four (4) non-voting ex-officio members as follows:

1. **Community Relations Coordinator**
2. **Student Life Coordinator**
3. **Student Editor**
4. **Finance Manager**

Chairperson

The Dean of Student Services will act as the chairperson for the Advisory Committee. He/she is responsible for facilitating meetings and maintaining minutes and appropriate records, which are to be released to the newly selected chair at the first meeting of the following Fall Semester.

Meetings

Meetings will be held if and when situations arise.

Duties and Responsibilities

The Advisory Committee is responsible for interviewing and selecting editors for the student newspaper and a finance manager for the student newspaper. The Advisory Committee will make appointments to fill vacancies created by resignations, removals, or other causes in conformity with established procedures. The Advisory Committee may make emergency interim appointments until it is possible to conform to the policies on selection.

Upon notification from an adviser, the Advisory Committee will convene to apply the editorial policies of the Campus Communicator, consistent with the **mission and** purpose of the newspaper and the College, to assure final publication in conformity with those policies, purpose and mission. **If the content of an article is not consistent with these purposes, the Advisory Committee will require that it not be published and replacement content may be inserted. The Advisory Committee may not recommend that an article or editorial not be published simply because it presents the College or another student organization in a negative manner.**

Appointment of Student Editor

1. The Advisory Committee appoints the editors of the student publication and advises the President of the appointments.
2. Editors must meet qualifications listed in the publications' guidelines and administrative procedures, submit applications provided by the Advisory Committee, and provide supporting materials requested.
3. The Advisory Committee will interview all qualified applicants. To the best of its ability, the Advisory Committee will make clear to all applicants the appropriate job descriptions, and the number of publications expected to be produced.

Staff Terminations and Appeals

1. The Advisory Committee may remove or suspend a student editor or staff members from their positions on the student publication if they have violated policies and procedures after being given an opportunity to present their case before the Advisory Committee.
2. A two-thirds vote of voting members is required to suspend or remove students from their positions.
3. Grounds for dismissal are misuse of authority, defined as: misuse of funds, failure to adhere to responsibilities and duties as mentioned under Section II. Policies and Procedures.
4. A copy of the discharge must be signed by the chair of the Advisory Committee and

by the newspaper Advisers.

Suggestions and Complaints

The procedure for submitting suggestions and complaints is as follows:

1. The written suggestion or complaint should first be submitted to the editor of the newspaper.
2. If the suggestion or complaint is unresolved by the editor, the written suggestion or complaint should be submitted to the advisers of the newspaper.
3. If the suggestion or complaint is unresolved by the advisers, the written suggestion or complaint should be submitted to the chairperson of the Advisory Committee.
 - a. The Advisory Committee will review any written suggestion or complaint submitted to the committee chairperson after the suggestion or complaint has gone through the previously specified procedures.
 - b. The written suggestion or complaint will then be given to the appropriate individual, as determined by the Advisory Committee, for investigation and a written response.

Amendments

Any change to these administrative procedures will require a two-thirds vote of all voting members of the Advisory Committee.

Responsibilities of the Editor

1. The editor is responsible for carrying out the overall policies established by the Advisory Committee and is held directly responsible for editorial matter which appears in the newspaper.
2. The editor is expected to know the laws concerning libel and obscenity. The editor is also expected to provide the utmost in service to the readers and to perform duties of the editor in a creditable manner.

Duties of the editor

1. Assign stories to staff
2. Oversee editing of *Campus Communicator*.
3. Assume ultimate responsibilities for layout
4. Appoint staff members to carry out the above responsibilities and report delegations to the advisers.
5. **Set and adhere to a publication schedule to cover the Fall and Spring semesters according to the academic calendar.**
6. Lead the staff by thinking creatively with story assignments and projects.
7. Motivate frequently and criticize constructively and respectfully.
8. Can suspend a staff member (permanent termination is at the discretion of the advisers).
9. **Develop and take responsibility for a consistent corrections policy.**

Finance Manager

The finance manager keeps official records of the *Campus Communicator*'s finances and handles all financial transactions. He or she signs all requisition forms and purchase orders and has sole responsibility to account for *Communicator* funds.

The finance manager condenses reports from the college business office and produces a budget report for each *Campus Communicator* meeting. He or she is accountable for all incoming and outgoing funds. He or she is responsible for the financial records and reporting. Each month the **finance** manager will prepare and submit to the Adviser a monthly report concerning ad sales, billing, and accounts receivable.

The finance manager is responsible for carrying out the overall policies related to the financial transactions of the *Campus Communicator* and is held directly responsible for other financial affairs of the newspaper.

Qualifications

1. Applicants must complete an application form supplied by the Advisory Committee.
2. Enrollment at CCC for one semester prior to effective date of appointment.
3. Applicants and appointed finance managers must be currently enrolled, and not be on academic or disciplinary probation/suspension at the time of application or at any time during the period of service.

Appointment

1. The finance manager will be selected by the Advisory Committee. The Advisory Committee will interview the applicants prior to appointment.
2. The appointment will be for one year. The current finance manager may re-apply for the finance manager position.
3. Public notice in the student newspaper inviting applications for the finance manager position will be given prior to the application deadline. The deadline for applications will be announced.

Advertising Manager

The advertising manager oversees the *Campus Communicator* advertising department. He or she has sole discretion over advertisement rates, sales techniques, commission and advertising deadlines.

He or she may determine placement of paid advertisements, provided ads are not placed on the front page, on the opinion page(s) or above news stories. Ads may not resemble stories and may not include the *Campus Communicator*'s headline or byline typefaces.

He or she also sells advertising and writes invoices for ads, handles billings and collections, makes timely deposit of funds, and solicits new businesses. He or she works with the editor in the production process, ensuring the ads are placed in advance of any publication deadline to give the news editor time to lay out news stories around the ads.

Managing Editor

The managing editor is in charge of the day-to-day newsgathering and editing operations of the *Campus Communicator*. He or she is directly subordinate to the editor and is considered second in command of the news department.

The managing editor will work closely with the editor to determine appropriate story placement. He or she may approve story and photo proposals and otherwise demonstrate newsroom leadership. In the absence of the editor, the managing editor has authority to determine story placement and make decisions regarding headlines, editorial submissions and letters to the editor.

The managing editor is recommended annually by the editor subject to the approval of the advisers. Qualified students are encouraged to apply.

Production Manager

The production manager is responsible for the layout of the *Campus Communicator*. He or she receives edited stories and approved photos and paginates the monthly student newspaper. He or she will write placeholder headlines and has significant input on story placement and page design, although all final

decisions rest with the editor.

The Production Manager is recommended each semester by the editor and managing editor subject to approval by the advisers. Qualified students are encouraged to apply.

Copy Editors

Copy editors assist the editor and managing editor in various capacities. Primarily, their responsibility is editing all news copy for proper spelling, grammar and Associated Press style.

Copy editors may also assist the production manager at his or her discretion. A working knowledge of desktop publishing and newspaper layout is recommended.

Staff Writers

Staff writers produce news, feature, entertainment and opinion stories for the *Campus Communicator*. All assignments must be pre-approved by the editor or the managing editor. News stories must be written objectively and may not reflect bias or personal experiences.

Staff writers may also take photographs and perform other miscellaneous tasks for the newspaper. They are expected to meet monthly deadlines for stories and enterprise their own story ideas.

At the editor's discretion, staff writers can volunteer or be assigned to cover various beats, such as campus crime, the student council or the cosmetology department. Beat reporters will develop professional relationships with key sources and be depended upon to cover the activities within their respective beats.

All *Craven Community College* students may serve as staff writers.

Staff Photographers

Staff photographers take photographs for the *Campus Communicator* to illustrate stories and to serve as stand-alone photos. All assignments must be pre-approved by the editor or the managing editor.

Photographers write cutlines (photo captions) for every photo they take and must provide correctly spelled names and titles for every subject in their photos. The *Communicator* will not run photos of unidentified people, except in rare circumstances, such as when a photographer takes a crowd shot that includes large numbers of people

All *Craven Community College* students may serve as staff photographers.

Termination and Appeal

Responsibility for **permanent** removal of staff members remains with the Advisory Committee. Any discharged staff member must be notified in writing by the editor of reasons for discharge and rights of appeal. Any discharged staff member shall have the right to a hearing before the Advisory Committee, which then makes the final decision on appeals.

To receive a hearing, a discharged staff member must appeal the discharge in writing to the Advisory Committee chair within one week of receiving the written notice from the editor of the discharge. The chair shall schedule a hearing before the Advisory Committee within two weeks of receiving the appeal request. A discharge will be overturned only by a two-thirds vote of the entire voting body of the Committee.

A copy of the *Student Newspaper Staff Policy Guidelines and Operations Handbook* must be given to all staff members and a signed letter must be returned to the Campus Communicator advisers to confirm that they have read and understood what is required.

CRAVEN COMMUNITY COLLEGE MISSION STATEMENT

Craven Community College, a public two year college with an open-door admissions policy, provides programs to meet the diverse needs of our community through a variety of delivery systems, including distance education, by providing:

- ♦ *education, training, and retraining for the workforce; basic skills and literacy education; occupational and college transfer programs*
- ♦ *services to and partnership with business and industry to promote economic development in a global environment*
- ♦ *services to communities, organizations, and individuals to enrich the quality of life*

Approved by the Institutional Effectiveness Committee, February 26, 2004
Approved by the Board of Trustees, April 20, 2004



CRAVEN COMMUNITY COLLEGE EMPLOYEE ACCEPTABLE-USE POLICY (AUP)

PROPOSED

PURPOSE AND SCOPE

This policy addresses issues related to the access and use of Craven Community College's (CCC's) computer and information systems, telecommunications infrastructure including the Internet, Intranet, Extranet, email, voice mail, facsimile (fax) transmissions, computer networks, servers, desktops, hardware, and software (IT resources). It is intended to promote employee productivity and safety, while recognizing that technology alone cannot provide adequate assurance against external or internal threats to CCC resources and assets. It requires the combination of well-informed and trained employees/students applying diligence, judgment, and the best available technology to provide that insurance.

The policy's key objectives are to (a) maintain a nonhostile workplace environment; (b) prevent sexual, racial, and other forms of discrimination, copyright infringement, software piracy, and any other misuses of CCC resources; (c) protect CCC against computer crimes, viruses, worms, hackers, hoaxes, cyber pranks, denial of service attacks (DoS), cyber terrorist threats, and other civil wrongs or criminal offenses; (d) protect proprietary CCC information, employee and customer data, and other protected or privileged material; restrict use of CCC Information Technology (IT) resources to authorized users for legitimate CCC purposes; and (e) maintain a productive workplace environment while using CCC IT resources.

This policy is intended to clearly describe enforcement and compliance procedures, potential penalties, and align expectations with regard to employee privileges and responsibilities with regard to CCC IT resources.

The college's performance and survival depends on the security measures specified in this AUP. Many people's jobs are dependent on the college's ability to conduct business without interruption or destruction due to computer security breaches or workplace misconduct.

AUP GUIDELINES

The college's IT resources are the property of the State of North Carolina and are to be used only by those individuals who are specifically authorized in writing by CCC. Use by anyone other than authorized users, including spouses, partners, children, or other family members, is not permitted at any time.

The college's IT resources are to be used only for CCC business purposes. **Personal Use** of CCC IT resources are permitted under the following conditions:

1. The use does not overload the campus computing equipment or systems, or otherwise negatively impact the system's performance. Streaming Audio, Streaming Video, and Internet Gaming (playing games over the Internet) are expressly prohibited.
2. The use does not result in commercial gain or private profit, except as allowed under campus intellectual property policies and the external activities for pay policy. However,

in no case may campus computing resources be used for solicitation of external activity for pay.

3. The use does not violate any campus licensing agreements or any law or campus policy on copyrights, trademarks, and patents.
4. The use does not state or imply campus sponsorship or endorsement.
5. The use does not violate laws or campus policies against race, sex, religious, disability, or age discrimination, or harassment.
6. The use does not involve unauthorized passwords or identifying data that attempts to circumvent system security or in any way attempts to gain unauthorized access.
7. The use does not involve sending or soliciting chain letters, nor does it involve sending unsolicited bulk mail messages (e.g., "junk mail," or "spam," or "MLM.").
8. The use does not result in any direct cost to the campus.
9. Any creation of a personal World Wide Web page or a personal collection of electronic material that is accessible to others must include a disclaimer that reads as follows:

"The material located at this site is not endorsed, sponsored or provided by or on behalf of Craven Community College."
10. The loading, downloading, or use of an Instant Messaging program is strictly prohibited.

The college's IT resources are to be used in compliance with all applicable laws.

Network capacity is a scarce resource. Excessive consumption by any one user will degrade the performance of the entire network for all other users. As such, all highly resource-intensive activities (e.g., large object transfers and streaming audio/video, Internet Gaming) are not allowed to be downloaded or accessed using campus resources. Exceptions must be approved by the AUP Committee Chair in conjunction with the Craven Community College President.

The creation or transmission of any offensive, obscene, or indecent images, data, or other material designed or likely to offend, annoy, inconvenience, or cause anxiety is not permitted.

NOTE: Any employee, nonemployee, or student using the college IT resources does so subject to the college's right to monitor such use and are advised that if monitoring reveals possible evidence of criminal activity, CCC may provide this information to law enforcement officials. Users have no expectation of privacy in anything they create, store, send, or receive on college IT resources.

NOTE: One of the most important aspects of email and other electronic material is that they constitute CCC records. All users are responsible for managing these records according to the college's electronic records management (ERM) policy and with the same confidentiality and care as paper-based CCC records.

PROVISIONS AND PROHIBITIONS

CCC email accounts, including email usernames and passwords, are not to be used for any purposes other than those of the college's business. They are not to be used for chat rooms, bulletin boards, instant messaging, peer-to-peer file transfers (such as music downloads), online auctions, newsgroups, or other nonbusiness-related activities. They are not to be used to subscribe to news services, travel services, financial services, online banking, games, prizes, or other Web-based nonbusiness-related forms or printed material. They are not to be used to subscribe to educational listservs, including college or university course listservs, even if the college is offering or providing tuition assistance. CCC employees may request, in writing, permission to use some of the services listed provided it relates to college or educational business. The request must indicate specifically the service requested, the reason for the request, and the duration the request will be valid. If the request is approved, the requestor will receive written permission to access only the service approved for.

Users are responsible for ensuring the accuracy of distribution lists and that messages and information are transmitted only to the intended recipients and those who have a business or educational need to receive them.

Users should check email daily, delete unwanted messages, and keep remaining messages on the server to a minimum. The maximum allowable space available for mail server storage will be defined as no more than 20MB per user. In most cases, messages should be deleted after one month, when they may be archived to offline storage. Email attachments that exceed 10MB bytes will not be permitted.

Users are not to save, forward, or send email chain letters.

Users are not to use college IT resources for personal gain not related to the college's business.

CCC facilities are not to be used for unauthorized political, commercial, or religious activity, including seeking employment outside the company.

Email is not to be used for anonymous postings to online discussion forums or other online systems.

Sending or posting messages that imply or state that the user's views represent the views of CCC without permission of the college President is prohibited.

Users are to honor all applicable intellectual property and licensing rights of software and Web-content manufacturers at all times. Unauthorized duplication, installation, or use of protected materials, including software, images, text, presentations, etc., is expressly prohibited.

Installation of software is prohibited without the express written consent of the AUP Committee Chair in conjunction with the Craven Community College President.

All information sent, received, created, or stored by or through college IT resources is the property of CCC.

Users must scan all files and other material copies or downloaded from the Internet or noncompany computers, diskettes, or networks for viruses and other destructive programs before being accessed or saved on CCC controlled hardware.

All updates to college-provided software, including vendor-supplied patches, virus definition updates, etc., are to be applied in a timely fashion per instructions posted by the IT department.

The creation, downloading, posting, or dissemination of harassing, threatening, discriminatory, or defamatory messages, information or materials (including those related to sex, gender, race, national origin, veteran status, disability, marital status, religion, age, or any other classification protected by state, federal, or local law) on CCC IT resources is strictly prohibited. This misuse of the college's IT resources is a violation of CCC's anti-discrimination/harassment policy and will not be tolerated. This misconduct will result in discipline up to and including termination. Employees should refer to CCC's antidiscrimination/harassment policies for additional information.

Use of college IT resources for hacking, cracking, bugging, virus, or self-replicating program distribution, and accessing or tampering with government or private data without authorization, is prohibited.

Deleting any sent or received email messages, faxes, or computer files after the college's digital records have been subpoenaed is prohibited.

Falsely representing your position or job responsibilities to obtain information or access to any other party is prohibited.

Any posting, transmittal, dissemination, or receipt of classified information via the Internet or an insecure network is prohibited. This includes, but is not limited to information deemed sensitive or confidential in nature by the President or approved Executive of CCC. If a user or employee is unclear in any way about what information may fall into this category, written approval must be requested via the CCC President or approved Executive of CCC.

Because of export restrictions, programs or files containing encryption technology are not to be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the CCC President or approved Executive of CCC.

Users are to access the Internet only through the approved college's Internet Firewall. Accessing the Internet directly, by modem, is strictly prohibited unless (a) the accessing computer is not physically connected to the college's network and (b) the user has received written authorizations from the IT department for any connection outside of the college's network. This includes for example, handheld PDA's, laptop computers or any other wireless or wired devices. Electronic devices of any kind, not strictly controlled by CCC, will not be allowed to connect to the college network without written authorization from the IT department.

Only authorized employees are allowed to access the college's network remotely. Remote access is only allowed from computers with an up-to-date, properly configured, and functioning firewall with virus protection. Security precautions must be taken whenever logging into the college network, including the protection of passwords and data pertaining to the college. Such transactions must be encrypted or confined to private networks.

COMPLIANCE

The college may choose to monitor or review all use of its IT resources, including but not limited to:

- email sent and received
- Internet usage
- computer files, documents, and faxes created, stored, deleted, or distributed
- any files that contain images, text, video, or audio for content-installed software for licensing

Be aware that all computer activities create audit trails. Deleted, edited, and overwritten computer files often cannot be erased or may be recovered using computer forensics techniques.

Users will not view another user's email without permission; send, create, or receive email or other information or material under another user's name; or tamper with, reveal, or change another user's password.

Users are to report any violation of this AUP to the following individuals:

- CCC Chief Information Officer, Ken Wallace, at 252-638-7244
- CCC Vice-President, Dr. Cindy Hess, PhD, at 252-638-7204
- CCC President, Dr. Scott Ralls, PhD, at 252-638-7200

CCC will not be liable for the actions of users of its IT resources. All users assume full liability for their own actions. The college also takes no responsibility for any information or material transferred using CCC IT resources or personal equipment.

Users release CCC from any and all liabilities or claims relating to the college's IT resources.

Complaints about use of the college's IT resources should be directed to:

- CCC Chief Information Officer, Ken Wallace, at 252-638-7244
- CCC Vice-President, Dr. Cindy Hess, PhD, at 252-638-7204
- CCC President, Dr. Scott Ralls, PhD, at 252-638-7200

Complaints should be made to these individuals in writing. All complaints will be handled in a professional, thorough, fair, and prompt manner.

Any use of the college's IT resources that is not in strict compliance with this AUP can result in disciplinary action up to and including immediate termination and/or legal action.

This policy may be amended or revised as necessary by CCC.

EXPLICIT STATEMENT OF ACKNOWLEDGEMENT

This signifies that I have read and understand the policy. I agree to comply with all of its terms and conditions. My signed acknowledgement is to be kept in my Personnel File.

User's Name (Print): _____ Date: _____

User's Signature: _____

Witnessed by (Print): _____ Date: _____

Witness's Signature: _____

REFUSAL TO ACKNOWLEDGE OR AGREE TO THE CONDITIONS OF AUP

The Craven Community College AUP is an approved policy that all employees must adhere to. Refusal to acknowledge or agree to the conditions may result in action up to and including termination of employment. Any employee expressing their intent to refuse acknowledgement of the AUP will be banned from using campus IT equipment. The Craven Community College President will determine the action to be taken concerning all employees refusing to acknowledge the AUP.

By signing below, I signify my refusal to acknowledge or agree to the conditions of AUP. I have read and understand I will be banned from using any Campus IT equipment and that the President will decide on action to be taken concerning my employment with Craven Community College.

User's Name (Print): _____ Date: _____

User's Signature: _____

Witnessed by (Print): _____ Date: _____

Witness's Signature: _____