

NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPAIRED	SUBJECT: Information Systems Resources	NO. 645
Effective Date: 02/10/1995	Revised: 9/6/12	
Distribution: All Staff	Kind: Board Policy	

GENERAL POLICY

New Mexico School for the Blind & Visually Impaired (NMSBVI) has established and maintains a variety of information systems resources intended to promote access to knowledge and sharing of information. The proper use of the systems, resources and services by NMSBVI employees, students, independent contractors, volunteers, guests, and other users will be ensured through monitoring for potential abuse. Users have the responsibility to use the resources in an efficient, effective, ethical and lawful manner for the pursuit of learning and for the conduct of official NMSBVI activities or business. Any other use of information systems resources must be approved by a department director.

Only persons specifically named by the Superintendent will be authorized to monitor information systems resources for potential abuse. Reports of suspected violations of this policy will be passed on to the respective department head and the superintendent for their action. Violations or abuse of this policy may result in withdrawal of access to information systems resources, disciplinary action, including possible termination, and/or legal action.

Any and all aspects of the information systems resources, including employee mail systems can be monitored to ensure compliance with this policy. Computer accounts given to users are to assist them in the performance of their jobs. *Users should not have an expectation of privacy in anything they create, send or receive with the information systems resources equipment.*

PROVISIONS:

Information system resources include, but are not limited to the following: host computers, file servers, workstations, stand-alone computers, laptops, software, printers and internal or external communications networks (i.e. Internet, commercial online services, and electronic mail systems that are accessed directly or indirectly from NMSBVI computer facilities. This also includes telephones, voice-mail, FAX machines, photocopiers, Braille embossers, printed, video and audio recording devices or any other information storage or retrieval system.

Information system users are governed by the following provisions:

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or unlawful material may not be sent by mail systems or other form of communication or displayed on or stored by NMSBVI resources. Users encountering or receiving such material should immediately report the incident to their supervisor.
3. Users should use the same care in drafting electronic-mail and other electronic documents as they do for any other written communications. Anything created on the resources will likely be reviewed by others.
4. Users may not install software onto their individual computers or the network without first receiving expressed authorization to do so from the Information Systems & Technology Manager.

5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. Without prior written permission, the information systems resources and services of NMSBVI may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self replicating code), political material, or any other unauthorized or personal use.
7. Users are responsible for safeguarding their passwords for the system; individual passwords should not be printed, or stored online, or given to others. Users are responsible for all transactions made using their passwords.
8. A user's ability to connect to other information systems through the network does not imply a right to connect to other information systems or to make use of those systems unless specifically authorized.
9. NMSBVI is not responsible for the illegal actions of individual users.
10. A copy of this policy is to be signed and dated by all persons employed by NMSBVI, then placed into their personnel file.