

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section II – Academic/Student

SUBJECT: ELECTRONIC RESOURCES - ACCEPTABLE USE

REVIEWER(S): Dean of Administrative and Financial Services*
Dean of Student Affairs and Enrollment Management

Related Policies to Consult:

CCHS Policy: [Distance Education \(Sec. II\)](#)
[Student Electronic Access \(Sec. II\)](#)

CHS Policy: [IS.PHI 600.01 Communications Environment Acceptable Use Policy](#)

I. POLICY

Carolinas College offers an array of electronic resources for student and teammate use. All college policies and codes of conduct are applicable to the electronic environment as they apply in all other college settings. This policy provides additional standards for operating in the electronic environment.

II. PROCEDURE

The scope of the electronic environment includes, but is not limited to, the following:

- A. All computer systems, equipment, software, networks, and computer facilities owned or managed by the college, including social media sites.
1. **Access and Account Restrictions:** User IDs and passwords are assigned as the primary means for authenticating access to electronic resources. Users may not share their passwords with any other person and must be diligent in protecting them from exposure (e.g., changing the password every 90 days). Communication through system devices is subject to monitoring; the use of discriminatory, hostile, suggestive or otherwise inappropriate materials or language is prohibited. Use of system resources for personal business is discouraged. Personal long-distance calls are prohibited unless charged to a personal phone card and then should be limited to critical communications. Violation of this policy will be considered grounds for disciplinary action, up to and including termination.
 2. **E-Mail:** The College sends all official electronic correspondence via electronic mail. Students are expected to check their @cchsmail.org account regularly and are responsible for all information sent from the college to this account. This email account should not be used for any communication that involves protected health information (PHI).
 3. **Information Portal:** Online.CarolinasCollege.edu serves as the College Information Portal (CIP) and Learning Management System. All users of the CIP must access the system through a designated account and must adhere to all college and CHS Communications Environment Acceptable Use policies. All users of the CIP must not use the system for purposes other than college-affiliated activities. The College is not responsible for the accuracy, integrity, and/or legality of the content uploaded to the CIP. Site administrators will regularly review the site and may remove illegal content or content that is in violation of college policies or contractual agreements.
 4. **Social Media and Cyber Communities:** The College recognizes participation in social media sites (Facebook, Twitter, etc.) is significant and can be used in positive ways to build community on and off campus. However, these outlets may also be used in inappropriate and harmful ways, so students who utilize social media and/or other cyber communities are expected to exercise discretion and uphold standards of good taste and respect. Students who, in their cyber community entries, exhibit or document behavior which violates any college policy or local, state, or federal laws may be held accountable through the code of

student conduct and/or the court system. Students may also be held responsible for any content on their personal online sites that is submitted by individuals affiliated and/or not affiliated with the institution.

5. **World Wide Web:** All students must comply with the Carolinas Healthcare System (CHS) Communications Environment Acceptable Use Policy as well as all local, state, and federal laws in regards to the World Wide Web.
- B. All communication devices including but not limited to cell phones and tablets.
1. **Academic Integrity:** Utilizing these devices for the purposes of photographing test questions, accessing the World Wide Web to see test answers or other forms of academic misconduct is prohibited.
 2. **Electronic Recording:** The unauthorized videotaping, audiotaping, or photography (via any device) of students, faculty, or staff without their consent is prohibited. Any device incorporating a camera must be turned off and out of sight in any area in which an individual has a reasonable expectation of privacy.
 3. **Cell Phones:** Users of these devices must be attentive to the needs, sensibilities, and rights of other members of the college community. The use of these devices and resources must not disrupt the functions of the college, specifically in classrooms and laboratories. Phones must be on vibrate mode or turned off and out of sight in classrooms, computer laboratories, science laboratories, the AHEC Library, and other academic settings and in all clinical settings unless approved by the instructor. Communication devices may be used in clinical areas only in accordance with applicable clinical policy. No communication devices will be allowed during quizzes, tests, or exams.
 4. **Tablets and Personal Computers:** These devices can store almost any type of data. In recognition of the increasing number of students using tablets and PCs, the use of these devices, even as a calculator, on tests and in the clinical setting is prohibited unless approved by the instructor.
- C. The Electronic Resources - Acceptable Use policy and procedure will be reviewed and/or updated bi-annually.

III. APPROVAL

Name: _____ Title: _____ President _____ Date: _____