



Instant Messaging Policy

Approved by:

A handwritten signature in blue ink, appearing to be "R. R. R.", written over the "Approved by:" text.

Date Approved:

5-17-2010

Instant Messaging Policy

Purpose:

The purpose of this document is to express Rogers State University's policy regarding the use of Instant Messaging or chat rooms as a means of communication among two or more users (faculty/staff/student/agent). In addition, this policy aims to inform the user about the use and misuse of this communication medium.

Privacy Notice:

As Instant Messaging communications are inherently insecure (not protected by encryption or other form of security), any student, faculty, staff, or other agent (contractors, temporary employees, etc.) utilizing Instant Messaging technology must exercise caution with regard to conversation content. Instant Messaging Clients do not provide sufficient authentication of the parties involved and, therefore, users cannot be certain of the identity(ies) of the other participants in the communication.

For these and other reasons, users of the University's computer system assets, including, but not limited to, Instant Messaging Clients, maintain no reasonable expectation of privacy with respect to content created, stored, received or sent from the University's information systems

Proper Use:

Students, faculty, staff, and all agents of the university (contractors, temporary employees, etc.) are permitted to use Instant Messaging Clients, including but not limited to Yahoo! Messenger, AOL Instant Messenger, MSN Messenger, and Google Talk, in order to facilitate communications among two or more parties.

Misuse:

Students, faculty, and staff are not permitted at any time, to carry out communications via Instant Messaging Client that involve any of the following:

- Communications consisting of HIPAA or FERPA protected information
- Communications consisting of Credit Card Information or Data
- Communications consisting of personal private information
- Communications consisting of Rogers State University non-public or confidential information
- Communications which may constitute intimidating, hostile or offensive material on the basis of sex, gender, race, color, religion, national origin or disability
- Communications in support of partisan political purposes including, but not limited to, statements, opinions, or solicitations
- Communications supporting any business function that is not directly in support of Rogers State University business functions and procedures
- Communications utilized in such a manner as to qualify as 'excessive personal use' and that interfere with the normal employment responsibilities of a faculty, staff, graduate assistant, or other employed agent of the university (contractor, temporary employee, etc.)
- Communications that include content in violation of any state, federal or local law or ordinance or Rogers State University policy.

Policy Violations:

Abuse of Instant Messaging communications, through misuse as defined above, or use in violation of law or other university policies, will result in disciplinary action, up to and including termination of employment and/or enrollment. All persons to whom these guidelines are applicable, as stated above, are responsible for adhering to these rules. All supervisory personnel are responsible for ensuring that these guidelines are communicated to individuals within their respective areas of responsibility. Any user may report university policy or law violations to his/her immediate supervisor, representative faculty or school personnel.