Illinois Mathematics and Science Academy®

INFORMATION TECHNOLOGY SYSTEM

USE OF EXTERNAL SITES

PURPOSE

The purpose of this Information Technology System document is to inform all users of IMSA technology resources of the requirements concerning the use of Internet sites and technologies external to IMSA for Academy business.

AUTHORIZATION

The authorization to administer, modify and enforce the provisions in this document is granted to the IMSA Chief Information Officer (CIO) by the IMSA Board of Trustees via policy GBID Information System Technology Policy. Therefore, this document may be changed as necessary to align with IT industry best practice without specific approval from the IMSA Board of Trustees. IMSA account holders will be notified as appropriate when changes are made.

SCOPE

This document applies to all IMSA staff, faculty and guest account holders, including but not limited to parents, alumni, board members, outside contractors and professional participants in external programs. As appropriate, it also applies to participants who remotely access virtual learning environments.

USE OF EXTERNAL SITES

The use of external web sites, social networking sites or video sites to communicate, advertise, promote or otherwise display official IMSA business is permitted, provided that content is approved prior to publishing by IMSA Marketing and Communications. Branding of this external content may also be required prior to publishing.

Materials produced by current IMSA students during co-curricular or extra-curricular activities are subject to approval by the Coordinator of Campus Activities prior to publishing. Branding of these materials may be required prior to publishing.

ENFORCEMENT

All rules and procedures in this document are enforced by the IMSA CIO. Any user of IMSA technology resources found to be in non-compliance with the provisions in this document is subject to disciplinary action under Board of Trustees policy GBDA. Such action can include one or more of the following, as appropriate: loss of the privilege of access (through suspension of system privileges or account termination), referral to law enforcement authorities, and/or disciplinary consequences, up to and including termination of employment.

EXCEPTIONS

Exceptions to this policy can be made only upon case-by-case review by the IMSA Chief Information Officer, the IMSA Director of Human Resources, or their designees.