1.0 GENERAL: CONFIDENTIAL USE REQUIREMENTS

Any user possessing a Blackboard account with elevated administrative privileges (admin, SysAdmin, admin support) shall abide by SHSU Online and Sam Houston State University policies, and exhibit the highest level of ethicality when using a Blackboard Admin Account. Persons with access to confidential and private information are required by Federal and State privacy laws to keep it confidential. Failure to abide by these policies is very serious and could impact your position at SHSU Online.

1.1 Expectations
You are responsible for knowing the regulations and policies of the university that apply to appropriate use. Please review the following Administrative Guides in addition to this document:

    a) SHSU Information Security User Guide, located here:
        http://www.shsu.edu/~ucs_www/documents/Information_Security_User_Guide.pdf

    b) Information Technology Policies
        http://www.shsu.edu/intranet/policies/information_technology_policies/index.html

2.0 APPROVAL PROCESS FOR BLACKBOARD ADMIN ACCOUNT

Certain staff members within SHSU Online qualify for a Blackboard Admin Account. Blackboard Admin Accounts are granted to employees whose positions require administrative access to Blackboard in the routine course of their daily work. If you are one such employee, a Blackboard Admin Account will be issued to you, and you will not need to request one.

If you believe you should have a Blackboard Admin Account, but do not, you must make a request for an admin account in writing (via email) with legitimate business justification from your Director. All requests must be sent to Ruth Cubas ruthcubas@shsu.edu, Jacob Spradlin ucs_jws@shsu.edu , and Ricki Hodges rickilee@shsu.edu for consideration.

3.0 REQUIREMENTS TO MAINTAIN BLACKBOARD ADMIN ACCOUNT ACCESS

SHSU Online Employees granted a Blackboard Admin Account must:

a) Have sufficient System Administrator knowledge to perform required tasks in the SysAdmin Panel; must maintain back-end skills up-to-date.
b) Only log in with a Blackboard Admin Account when the need to perform system administration tasks is present.
c) Not use their Blackboard Admin Account for personal tasks, i.e. look up a neighbor's username to check out their class schedule.
d) Not use their Blackboard Admin Account for school work when currently enrolled in SHSU Courses, or when looking to enroll in the near future.
e) Not use their Blackboard Admin Account on behalf of family members who are currently enrolled in SHSU Course.
f) Not use their Blackboard Admin Account on behalf of family members, who are prospective students, or alumni of SHSU.
g) Not tamper with any SHSU Online digital asset in Blackboard, including, but not limited to courses, course content, organizations, student and faculty orientations, user profiles, accounts, passwords, etc., for which they do not have permission to access/change or delete. Measures will be taken to protect these digital assets against accidental or unauthorized access, disclosure, modification or destruction, as well as to assure the availability, integrity, utility, authenticity and confidentiality of information.
h) Not engage in any other unethical use of the Blackboard Admin Account. When in doubt, ask your supervisor for clarification.

If these requirements are not met, it will result in loss of the admin account, and could impact your position at SHSU Online.

4.0 OTHER APPROPRIATE USE CONSIDERATIONS FOR BLACKBOARD ADMIN ACCOUNT

a) Appropriate behavior. Blackboard Admins must adhere to the behavior standards outlined in SHSU Information Security User Guide. SHSU Online reserves the right to set standards for behavior that exceed these minimum requirements.
b) Removal of inappropriate content. Blackboard staff will remove offensive or illegal content when appropriate.
c) Non-sanctioned uses of Blackboard courses/organizations/portals, etc. Blackboard Admins are not permitted to use the SHSU Online Blackboard System for purposes other than university-affiliated activities.
   1. For example, the use of Blackboard to conduct a personal business or to teach workshops or courses as part of a non-university contract is not permitted.

5.0 SHSU ONLINE ASSUMPTIONS

a) All individuals are accountable for their actions relating to information technology resources.
b) You are responsible for what is accessed, downloaded, or created under your credentials regardless of intent. A non-authorized person in the Blackboard system can cause loss of information confidentiality, integrity and availability that may result in liability, loss of trust, or embarrassment to SHSU.

6.0 SHSU ONLINE BEST PRACTICES

a) Do not share your password with anyone.
b) Do not leave your computer station logged in and unattended. Always lock your computer when taking a break, going to lunch or otherwise leaving your desk.
c) If you have an appointment in your office, be mindful of what's readily visible on your computer screen.
d) When in doubt, ask your supervisor for clarification.

7.0 SHSU ONLINE SECURITY MONITORING

SHSU Online will conduct user activity checks to routinely monitor the usage and application of admin accounts. SHSU Online reserves the right to disable or deactivate any Blackboard Admin Account. SHSU Online will routinely review whether a user with a Blackboard Admin Account should still maintain access to one and will conduct periodic checks in the system to ensure appropriate use.

CERTIFICATION OF ACKNOWLEDGMENT

I hereby acknowledge that I have read, understand, and agree to the above statement as it pertains to my use of the Blackboard Admin Account, as outlined in this Statement:

_____   _____
SHSU Online Employee Name   Date

_____   _____
SHSU Online Employee Signature   Date

_____   _____
Blackboard System Administrator   Date

_____   _____
Director Signature   Date