
**BLACKBOARD USE POLICY
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

(Approved by the Chancellor, January 16, 2009)

I. Purpose

The University of North Carolina at Greensboro's (hereinafter "University") computing and telecommunication networks, computing equipment and computing resources are owned by the University and are provided to support the academic and administrative functions of the University. Federal and state law, and University policies and procedures govern the use of this equipment and technologies.

Additional rules and regulations may be adopted by academic and administrative units to meet specific administrative or academic needs.

Any additional requirements must be in compliance with applicable federal and state laws, any contractual agreement with the University and vendors such as Blackboard, Inc. and this policy.

Blackboard is designated as a nonpublic forum and is strictly limited by and subject to this Policy.

II. Scope

This policy applies to all faculty, staff, students, and others who use the Blackboard portal. Adherence to this policy will help protect the integrity of portals at the University. The "managing unit" is defined as the university academic or administrative department or division vested with the day-to-day operations of Blackboard. The managing units for the Blackboard are the University Teaching and Learning Center, the Division of Information Technology Services, and the Division of Business Affairs.

III. Policy

a. Data Governance

- i. Stewardship and custodianship of data brought into or created within the Blackboard application will be the responsibility of steward(s) and custodian(s) defined under UNCG's emerging

Data Governance Program.

b. Blackboard Use, Operations and Security

- i. All users of Blackboard must authenticate with unique user credentials.
- ii. All users of Blackboard must adhere to the Acceptable Use of Computing and Electronic Resources Policy.
- iii. All users of Blackboard must not use the system for purposes other than University-affiliated activities.
- iv. The University is not responsible for the accuracy, integrity, and/or legality of the content uploaded to Blackboard.

c. User management and access

- i. All users of Blackboard must access the system through a designated account.
- ii. Those users not affiliated with the University but who require access for University sponsored activity, must apply for a guest account.
- iii. Guest accounts must be renewed each year. Renewal is at the discretion of the University.
- iv. University faculty shall be allowed to have a test student account.
- v. The managing unit(s) of the system shall disable access or remove users for inappropriate behavior.

d. Access to Blackboard

- i. Blackboard administrators shall restrict course accounts and individual file uploads to a size that permits archiving.
- ii. Courses shall be retained on Blackboard for two academic years.
- iii. The managing unit(s) shall remove illegal content or content that is in violation of University policies or contractual agreements from a course account if requested by the instructor of record.

iv. Banner is the sole repository of official course grades and rosters. While roster and gradebook information in Blackboard is confidential, Blackboard is not the official record of course grades and rosters.

e. Organization management and access

- i. University faculty, academic and administrative units, and student organizations may request organization accounts.
- ii. Organizations accounts must be related to official University business or activities.
- iii. Organization accounts for students must be approved by the Division of Student Affairs.
- iv. The total number of organization accounts shall be restricted to allow for the adequate functioning of the system.
- v. The managing unit(s) shall remove illegal content or content that is in violation of University policies or contractual agreements from an organizational account by request of the organization leader or other appropriate University official.

f. Content management and access

- i. Delivery and access to copyright materials in Blackboard must adhere to guidelines set forth in the University's Copyright Ownership and Use Policy.
- ii. The University is not responsible for content linked from Blackboard to external web sites.

g. Support and Training

- i. Each professional school and the College shall designate technical support to assist with Blackboard support and training.
- ii. The managing unit(s) shall support leaders of organization accounts.

h. System Maintenance, Outages, Upgrades

- i. The managing unit(s) shall notify users of any planned outages of Blackboard. Notification of any unplanned outages shall be at the discretion of the managing unit(s). The level of notice for planned outages will be determined by the estimated downtime of the system.
- ii. Faculty should consider planned outages when scheduling assignments and tests, and unplanned outages when such outages interfere with the timely completion of student coursework.
- iii. The managing unit(s) shall be responsible for deploying new features to Blackboard.

IV. Enforcement

The Blackboard Steering Committee will enforce and establish standards, procedures, and protocols in support of the policy with consultation from the Blackboard administrator(s).

Any violation of this policy by faculty and staff is “misconduct” under EPA policies (faculty and EPA non-faculty) and “unacceptable personal conduct” under SPA policies, including any appeal rights stated therein. Any violation of this policy by students is subject to the Student Code of Conduct. Violations of law may also be referred for criminal or civil prosecution.

The managing unit has the authority to remove or disable access to Blackboard without notification in the event of law violation or systems compromise involving restricted data as defined by the Data Classification Policy.

V. Review

The Blackboard Steering Committee will periodically review the policy.

VI. Exceptions

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- a. Exceptions to this policy may be requested in writing, summarizing the nature and the reason for the exception. Such requests will be directed to the Blackboard Steering Committee.

VII. Related University Policies and Web Sites

Acceptable Use of Computing and Electronic Resources Policy

Copyright Ownership and Use Policy

Data Classification Policy

Dean of Students homepage

Distance Education Policy for Faculty

Security of Networks and Networked Data Policy

Wireless Communications Policy