



NASA SAFETY CENTER (NSCKN) TERMS OF SERVICE

Section 1: NASA Safety Center Knowledge Now

NASA Safety Center Knowledge Now (NSCKN) Communities of Practice (CoPs) are available as a component of the NASA Safety Center knowledge management program. These CoPs provide multi-dimensional, collaborative functionality to support the NASA Safety and Mission Assurance community, individual NASA program/project teams as well as formal and informal groups of subject matter experts throughout the Agency. Membership in CoPs are limited to those individuals involved in making NASA programs and projects successful, including contractors, industry partners, and academia.

Section 2: NSCKN for Sensitive Data

NSCKN CoPs are also available for those that have a need to handle sensitive information, such as ITAR/EAR, source evaluation board (SEB), proprietary, and mishap investigation data - also known within NASA as Sensitive But Unclassified (SBU) information. In transit, all data is encrypted using 256-bit SSL encryption using the Federal Information Processing Standard (FIPS) 140-2 standard. The NSCKN is NIST-certified to run at the 'HIGH' watermark level by the NIST/NASA Certification & Accreditation Process. **No** classified information may be placed in this system.

Section 3: NSCKN CoP Member Requirements

An NSCKN CoP Member is any individual accessing any NSCKN CoP.

Section 4: NSCKN CoP Member Responsibilities

For all NSCKN CoPs, each Member must:

- Contact your NSCKN CoP Knowledge Owner if your employment status or requirement for access to the NSCKN CoP changes.
- Understand that information contained within the NSCKN CoP can be considered sensitive. Sensitive printed or digital media that is removed from this system must be treated in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- Review any community-specific rules of engagement posted to the community space.
- Comply with these Terms of Service. Prohibited activities that are grounds for termination of participation include.
- Violating the NASA policies regarding information disclosure.
- Violating the NASA policies regarding security and personnel safety.
- Using the community space for unprofessional means (e.g., spamming and flaming) and non-NASA business.

Section 5: NSCKN CoP Knowledge Owner Requirements

The NSCKN CoP knowledge owner (CoP requestor) is the individual (NASA civil servant or contractor) who is the owner of the data, or is responsible for identifying the owner of the data, and is accountable for reviewing and protecting the data available on the NSCKN CoP site.

Section 6: NSCKN CoP Knowledge Owner's Responsibilities

For all CoPs, the NSCKN CoP Knowledge Owner is responsible for:

- Reviewing the information content of the community space to ensure the NSCKN CoP is not violating NASA policies regarding information security and technology transfer.
- Managing and controlling NSCKN CoP membership and access.
- Reviewing and updating CoP membership so that accounts can be removed when no longer needed.
- Notifying new members that join the CoP of their responsibilities.
- Visiting the CoP on a regular basis, adding new information, and updating or removing old information.
- Mentoring new members in the general functioning of their CoP.
- Reading the *NSCKN CoP Request Process Document* and acknowledging acceptance of the terms in that document by signing the Knowledge Owner Agreement Form.

Section 7: CUI NSCKN CoP Knowledge Owner's Responsibilities

In addition to the responsibilities in Section 6, each NSCKN Knowledge Owner of a CoP with SBU data must:

- Identify an alternate Knowledge Owner for the CoP.
- Ensure appropriate CoP member access or restrictions to all SBU in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 5.22

Section 8: NSCKN Support Activity

General metrics, such as number of members and last date of activity within a CoP, will be collected and reported to NSC management.