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I. OVERVIEW

The College's technology systems include technology hardware, electronic mail and other forms of electronic communications, Internet access, network devices and use of computing devices. As the owner of property and services, the College has the right to monitor activities and to access information on the College's technology systems stored, sent, created, or received by faculty, staff, students, or other users. Any individual using the College's technology systems should not expect individual privacy in their use of the technology systems including, but not limited to, the use of the College's electronic mail system.

When using the College's technology systems, all users shall adhere to the College's information technology policies and procedures.

II. PUBLIC AND CONFIDENTIAL RECORDS

Unless otherwise confidential by law, records generated using the College's technology systems are considered public records and must be maintained as public records pursuant to the College's policies and procedures. Student education records and certain personnel information are protected by law and are confidential. For more information concerning student records, see Policy 5.4.3 – Student Records and for information concerning personnel records, see Policy 3.3.1 – Personnel Files.

III. USE OF TECHNOLOGY SERVICES

Individuals using College technology hardware, software, or systems should adhere to the following guidelines.

1. Individuals shall adhere to Policy 7.1.2 – Internet and Network Acceptable Use Policy.

2. All College issued devices, including portable computing devices such as laptops or tablets, shall when reasonably possible:

a. Use encryption or other measures to protect confidential information, including personal information, from unauthorized disclosure;
b. Be labeled with tamper-resistant tag, permanently engraved label or ID number, or both identifying the device as the College's property;
c. Be used in compliance with all applicable security requirements for the College's computers; and
d. Include BIOS password on such devices, if applicable.

3. The College's mobile technology equipment, such as laptops and tablets, may be used at home provided:

    a. Use of the equipment at home will not interfere with the College's operational needs;
    b. In the case of an employee, the employee has obtained Supervisor approval, or in the case of a student, the student has obtained approval from the appropriate College employee;
    c. College issued items are returned to campus upon request for system maintenance, upgrades, inventory, and verification.

4. The College's Information Technology Department ("IT Dept") maintains all of the College's technology equipment. The IT Dept generally does not support the use and setup of the College's technology equipment on Internet, network and computing resources that are not owned and maintained by the College.

5. The College recognizes that employees and students may occasionally receive personal email on College computers, and use College equipment to complete an online course or for other personal reasons. Unless otherwise designated, using College technology for personal use is acceptable provided that employees and students adhere to the following:

    a. Personal use may not interfere with the College's operational and educational needs;
    b. Equipment may not be checked out or borrowed solely for the purpose of personal use;
    c. Users understand that data stored on College equipment or sent using College email or other communication methods is not private;
    d. Users will adhere to all state and federal laws and the College's policies and procedures;
    e. Equipment or information resources are not used for illegal, malicious or obscene purposes;
    f. The College's data and information are not shared with unauthorized individuals;
    g. All software copyright and licensing laws are followed;
    h. College passwords are not used for non-college sites (e.g., social networking sites);
    i. Sensitive College information or student details are not shared on social networking sites.
    j. College technology is not used for any political purposes, including nonprofit activities of a political nature.

k. College technology is not used for private or personal for-profit activities. This includes personal use for marketing or business transactions, advertising of products or services, or any other activity intended to foster personal gain. Employees may not use College technology in pursuit of private businesses operated by the employee or in pursuit of work for other agencies, colleges, or businesses.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referencing: ● Policy 3.3.1 – Personnel Files ● Policy 5.4.3 – Student Records ● Policy 7.1.2 – Internet and Network Acceptable Use Policy

POLICY HISTORY

September 12, 2023	Adopted.