

SECTION: Personnel Policies and Procedures / General Personnel Policies and Procedures
SUBJECT: Acceptable Use and Monitoring
SOURCE REFERENCE:

NUMBER: F/8.3

Acceptable Use and Monitoring

1. Purpose

The purpose of this policy is to define the acceptable uses of Gadsden State Community College (GSCC) information systems and equipment, inform employees about monitoring usage of these systems, define parameters for personal hardware and software use, and address personal blogs and websites.

2. Scope

This policy applies to all GSCC faculty and staff.

3. Policy

3.1 Acceptable Use of Technology Resources

GSCC provides technology resources for use by students, faculty, staff, and the general public. This technology includes but is not limited to, all College computing equipment, software, systems, networks, electronic mail, web site, and Internet access. These resources are the property of GSCC and are provided to the campus community to support the College's mission and institutional goals. The College reserves the right to grant, restrict, or deny privileges and access to technology resources.

Use of the technology resources must be consistent with the stated mission, goals, policies, procedures, and priorities of the College. Use of College resources is a privilege and requires that users agree to abide by all relevant College policies and procedures, as well as all applicable federal, state, and local laws. Users are expected to conduct themselves in a responsible and ethical manner at all times.

Personal use of college owned technology is prohibited and may constitute a violation of the Alabama Ethics law.

It is illegal to download copyrighted content through the College computer network system. Employees who are found to be illegally downloading copyrighted content will be subject to federal and state laws pertaining to such acts. Employees must respect intellectual property, copyrights, and privacy. Users of college technology must not attempt to circumvent security measures.

Any use of GSCC technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Such use will result in appropriate disciplinary action and may result in civil and criminal penalties.

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3.2 Monitoring Technology Usage

The College may monitor all information stored, transmitted, received, or contained in College information technology systems. Workplace files, Internet use, and email may be monitored by the College. Information flowing through or stored on computers within the network is not considered confidential and is subject to monitoring by network administrators.

3.3 Personal Computer Hardware/Software

Any personally-owned computing property or peripheral equipment (including wireless devices) brought to the College cannot be connected to the College administrative network without the approval of the employee's Supervisor and Information Technology Services. No prior approval is needed to connect personal devices to the Internet-only wireless networks; GSCC-SA, GSCC-FS, and GSCC-Guest. Personally-owned software cannot be loaded onto a College-owned computer unless it is directly related to the job position and is approved by the Supervisor. If any approved personally-owned computer software is loaded onto a College-owned computer, the license and documents must remain with the College computer on campus in the event of an audit. Computer software may be audited by Information Technology Services and others.

3.4 Personal Blogs and Websites

When you post content to the Internet that identifies you as an employee of the College and discusses your work, the College, or employees of the College, it is expected that you will conduct yourself appropriately and in a manner that is consistent with the policies of the College and the Alabama Community College System.

If you already have a personal blog or website which indicates in any way that you work for the College, or you intend to create a personal blog or website that will identify you as an employee of the College, you should report this to your immediate supervisor. Any blog or posting that clearly identifies that you work for the College in which you express any idea or opinion should also include a disclaimer stating that the views expressed are personal and do not represent the views or opinions of the College. Online publications which do not identify the author as an employee of the College and does not mention the College and are purely concerned with personal matters will normally fall outside the scope of this policy.

This policy is also applicable to content that you publish on the Internet (e.g., your contributions to blogs, message boards and social networking or content-sharing sites) even if created, updated, modified or contributed to outside of working hours or when using personal IT systems.

Violation of College and Alabama Community College System policies on Internet sites is subject to investigation and sanctions within this policy and other applicable policies.

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4. Policy Compliance

4.1 Enforcement

The Chief Information Officer is authorized to mitigate any non-compliance with this policy at any time either directly or through delegation to staff.

4.2 Exceptions

Any exception to the policy must be approved by the Chief Information Officer.