

**BOARD POLICY****No. 919**

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TITLE: Use of College Communication and Information Technology

DATE ADOPTED: March 16, 2021

EFFECTIVE DATE: March 16, 2021

SUPERSEDES: October 22, 2008

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**PURPOSE;**

This policy sets forth the guidelines of the College for the use of communication and information technology, including: (1) the use of the College computer network and non-networked computers, electronic mail, voicemail, telephone systems, and other communication and technology systems and tools; and (2) the use of the internet, intranet, World Wide Web, and similar forms of technology when utilizing College resources to access them.

**POLICY:**

The College maintains communication and technology systems that enable members of the College community to meet educational needs and to conduct the administration and business of the College by gaining access to communication and information resources and to provide a system for processing information.

Access to communication and technology resources is a privilege to which all members of the College community whose studies and/or work requires it are entitled. However, such individuals are required to utilize these resources in accordance with College guidelines.

**Conformance with Legal Requirements and Respect of Rights of Others:**

The College requires all members of the College community to comply with all laws, regulations, policies, procedures and guidelines pertaining to communication and

information technology, including the need to respect the rights of others. Moreover, the College reserves all legal rights to review all communications which utilize College resources.

**Use of Communication Systems and Information Technology:**

Communication systems and information technology may be used for purposes related to academic studies, the conduct of official College business, and other activities sanctioned by the College.

**Violations of Policy and Guidelines:**

All users of the College communication and information technology systems must sign a users agreement which states that they understand and agree to abide by all applicable laws, regulations, policies, procedures, and guidelines and acknowledge that failure to do so can result in disciplinary action.



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President

03-16-2021

Date:



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Chairman

03-16-2021

Date: