

<b>Acceptable Use Procedure</b>	Procedure Number	8.3P
	Effective Date	May 10, 2017

## 1.0 PURPOSE

In accordance with Acceptable Use Policy 8.3, the purpose of this procedure is to outline general procedures for the use of information technology resources and facilities to support the College's educational and service missions as well as the administration and operation of the college.

## 2.0 REVISION HISTORY

Adopted on: 3/20/17

## 3.0 PERSONS AFFECTED

This procedure applies to all persons including without limitation: The Board of Trustees, employees, students, guests, and all other individuals and entities affiliated with Laramie County Community College (referred to in this procedure as "users") who access or use the College's E-Resources. Laramie County Community College encompasses Cheyenne Campus, Albany County Campus, Pine Bluff Outreach, and LCCC's presence on Warren Air Force Base.

## 4.0 DEFINITIONS

- A. *Devices* – All electronic tools connected to the LCCC network whether owned, leased, used under license or by agreement – as well as any off-campus computers and associated peripherals and equipment provided for the purpose of college work or associated activities.
- B. *Software* – A general term that describes computer programs, applications, scripts, and processing instruction.
- C. *E-Resources* – All information-technology and other electronic resources of the College (referred to in this procedure as "E-Resources"), including without limitation:
  - 1) all devices, systems, equipment, software, data, networks, and computer facilities owned, managed, or maintained by the College for the handling of data, voice, television, telephone, or related signals or information
  - 2) any access or use of the College's electronic resources from a device or other system not controlled or maintained by the College
  - 3) the creation, processing, communication, distribution, storage, and disposal of information under the College's control.

In addition, members of the community may have access to third-party electronic resources through their affiliation with the College. Use of these resources by members of the community is governed by this procedure and any applicable policy or restriction of the third-party provider.

- D. *Authorized Entities* – The enforcement of this procedure is under the direction of:
  - 1) their immediate supervisor for employee violations
  - 2) any LCCC employee for student and community member violations

- E. *Official LCCC Email Accounts* – Employees are given an official LCCC email account upon being hired. This email account is to be used for all College related communication. Students are given an official LCCC email account when they become a student. This email account is to be used for all College related communication. Employees may be assigned other email accounts which are attached to specific tools, for example the Learning Management Systems that are designed for specific uses. These may also be used for specific official business associated with the specific tools.

## 5.0 PROCEDURES

### A. Use of Resources

- 1) All users must use LCCC's E-Resources in a legal, ethical, responsible, and civil manner. The use of computing and network services, provided by the College is subject to all applicable state and federal laws, as well as general college policies\*. All standards of behavior that govern verbal and written communications at the College also extend to electronic communications. Users are required to take due care when using resources and equipment and take reasonable steps to avoid damage.  
\*Additional regulations may apply depending on the funding source used to purchase the resource.
- 2) E-Resources may be used only for the purposes authorized by the College. These purposes generally comprise work, study, research, service, or student residential activities consistent with the College's mission and priorities.

LCCC recognizes that many users participate in outside academic and professional activities that naturally complement the users' on-campus commitments and enhance their contributions to the College. For example, employees are active in learned societies, professional associations, academic conferences, the preparation of scholarly publications, and other educational institutions' tenure or departmental reviews, and occasionally with incidental compensation. Use of E-Resources in connection with such activities is generally acceptable as long as the activities are otherwise consistent with LCCC's mission and policies. The College also acknowledges that limited personal use of E-Resources is compatible with the type of community that the College fosters in support of its broader goals. Such personal use, except by enrolled LCCC students, must be incidental at most and may not cause the College to incur additional costs or be used for personal gain. Above all, use of E-Resources for outside or personal purposes is always a privilege, not a right, and may not interfere with use for College purposes.

- 3) All use of E-Resources must comply with:
  - a. all College policies, procedures, and codes of conduct, including those found in any student or employee handbooks
  - b. all laws and regulations applicable to the user or the College
  - c. all relevant licenses and other contractual commitments of the College, as modified from time to time
  - d. all additional restrictions accepted by the College through external sponsors or for other agreements

- 4) The College has sole authority to determine what uses of E-Resources are proper and may prohibit or discipline uses deemed inconsistent with this procedure or other applicable standards of conduct.
- 5) Software purchased with college funds are the property of LCCC. If such software are installed on personal devices, employees must uninstall them when they dispose of these personal devices and/or separate from the college.
- 6) The College may send official correspondence to members of its community via electronic mail. Students and employees are expected to check their official LCCC email accounts regularly and are responsible for College information sent there. College employees are expected to use their LCCC email account for all College related communications. If a student elects to forward his/her official LCCC email to another email account, the student remains responsible for any material not received because of any defect in the forwarding mechanism of the destination account. All employees' signature lines must minimally meet the College approved signature guidelines found in the Human Resources Portal Office.
- 7) Without authorization users must not:
  - a. Allow their user ID and password to be used by other persons on any LCCC E-Resource.
  - b. Use other persons' user ID and password to access LCCC's E-Resources.
  - c. Leave their user accounts logged-in on unattended and unlocked computers.
  - d. Perform any unauthorized changes to LCCC's E-Resources or information.
  - e. Remove or disable anti-virus software.
  - f. Install unapproved software on LCCC devices.
  - g. Violate the Family Educational Rights and Privacy Act 1974 – 'Buckley Amendment' (FERPA) – PL 93-380.
  - h. Attempt to access data that they are not authorized to use or access.
  - i. Give or transfer LCCC E-Resources to any external person or organization,
  - j. Send unprotected sensitive or unprotected confidential information externally.
  - k. Store LCCC E-Resources on any non-authorized LCCC devices.
  - l. Store personal information and files on any LCCC devices
  - m. Infringe on, including downloading, any copyright, database rights, trademarks or other intellectual property. See Copyright Policy 9.1.
  - n. Use LCCC E-Resources for commerce activities and/or economic gain.
  - o. Engage in any illegal activities using LCCC's E-Resources.

**B. Working Off-Site**

While working off-site, users must abide by the items listed in 5.0.A.7.a and 5.0.A.7.g, in addition to the following conditions:

- 1) Devices and media must not be left unattended in public places and not left in sight in a vehicle.
- 2) Information should be protected against loss or compromise when working remotely.
- 3) Particular care should be taken with the use of mobile devices. They must be protected by a password or a PIN and with encryption, where available.
- 4) Users need to be aware of any other violation that exists, under special circumstances, when using College devices and E-Resources. For example, taking a laptop into identifiable countries that violates the export controls act.


C. Monitoring

- 1) All data that are created and stored on LCCC E-Resources is the property of LCCC and there is no official provision for individual data privacy.
- 2) Information Technology (IT) system logging will take place, where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy.
- 3) LCCC has the right to monitor activity on its E-Resources, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

D. Violations

- 1) The College treats misuse of its resources and facilities as misconduct and will address employee violations per the Employee Conduct and Discipline Policy 6.10.
- 2) Student violations will follow disciplinary procedures according to the Student Code of Conduct Policy 3.15 and Student Rights and Responsibilities Policy 3.17.
- 3) Anyone aware of possible violations of this procedure must report them immediately to an appropriate person (e.g. his/her supervisor, the system administrator, the HR director, the Dean of Students, etc.).
- 4) Cases of serious, deliberate criminal conduct will be referred to the appropriate external authorities and may result in civil or criminal proceedings.
- 5) Violations by community members may result in restricted use of E-Resources.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Information Technology Governance Committee Chad Marley, Chief Technology Officer	2/14/17
Approval by President's Cabinet		3/10/17
Ratified by College Council	College Council Co-chair Jeri Griego	3/20/17
Approval by President (Signature)		3/20/17