

**BOARD POLICY
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INFORMATION TECHNOLOGY

**Policy 8100
(Regulation 8100)**

Introduction and Governance

The Board of Trustees authorizes the use of information technology to support an effective and efficient environment for high-quality instruction and information and to enhance communication, access, and the College's ability to meet the needs of students and other stakeholders.

(approved 6/27/05)

These policies and their supporting documents apply to all users of the information technology environment at State Fair Community College, including faculty, staff, students, contractors, vendors, business partners and other members of the College community. This group, for the purposes of these policies, is referred to as Users. Computing and Networking Resources include, but are not limited to computers, networks, software, databases, information and records, services, facilities and access methods.

(approved 1-28-08)

INFORMATION TECHNOLOGY

Policy 8200 (Regulation 8200)

Appropriate Use

State Fair Community College shall provide computing and networking resources to the campus community of students, faculty, staff, and the public to support its educational mission. The computing and networking facilities are a College resource. Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users shall respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Computing and networking resources shall always be used in compliance with all international, federal, state and local laws.

Regulation 8200 shall specify Appropriate Use guidelines for State Fair Community College students, employees and the public that uses the College's computer and networking facilities. The Regulation shall summarize what computer users need to know about the laws, College policies, and guidelines that affect computer use, providing examples of inappropriate behavior and describing consequences for violators.

Every State Fair Community College student and employee is a computer user at some time during his/her school or work experience. Use of the College computer resources, including computer labs, network services, campus information systems, library systems, and office computers is a privilege provided by the College to students and employees for educational, academic, and administrative purposes. The college expects all computer users to understand and abide by these user obligations when using the computer facilities.

(last approved 6/27/05, 1-28-08)

INFORMATION TECHNOLOGY

**Policy 8300
(Regulation 8300)**

Access

Computing and networking resources shall be provided for the educational, academic, and administrative purposes of the College. Some computer labs, networks, systems, and other resources shall be restricted to students who are enrolled in specific courses or programs or employees who have specific work assignments. Computer users shall learn and follow the access regulations for each resource used and shall use the resources appropriately and consistently with access regulations.

(approved 6/27/05)

INFORMATION TECHNOLOGY

Policy 8400 (Regulation 8400)

Data Security

State Fair Community College shall provide a central administrative system for use in data collection and extraction. Any system user who accesses such data shall be responsible for protecting data from unauthorized change, destruction or disclosure according to State Fair Community College and federal Family Educational Rights and Privacy Act (FERPA) guidelines, as well as any other regulations or laws which may apply. This policy shall govern the central administrative system and extracted data from this system; Regulation 8400 shall define the responsibilities of staff who maintain or use this system. The data owner has the authority to grant or revoke access to data or systems which use data. Educational Technology Services shall be responsible for implementing specific procedures which enforce access authority and establish guidelines and standards for systems and data security under this policy. (approved 6-27-05)

Information Technology Policy 8400 Data Management, Use and Protection

Data provided to State Fair Community College for any purpose is the property of the institution. Individuals and business units will act as data stewards to ensure the accuracy and protection of the information. Access, distribution, security and disposal of the information will be determined in accordance with institutional regulations and Federal and State laws including but not limited to FERPA (Family Educational Rights and Privacy Act) and GLB (Gramm Leach Bliley) Act. Regulation 8400 will define the access, distribution, security and disposal of data. Educational Technology Services will be responsible for implementing specific procedures which enforce access authority and establish guidelines and standards for systems and data security under this policy. (approved 1-28-08)

INFORMATION TECHNOLOGY

**Policy 8500
(Regulation 8500)**

Hardware and Software and Support

The College shall maintain a list of supported computer hardware and software. Purchases of products on the College's list will be supported by Educational Technology Services in terms of compatibility, installation, training, maintenance, troubleshooting, and upgrades. Educational Technology Services may decline to provide support for products not on the list. Faculty and staff who wish to purchase products for institutional use that are not on the College list may submit those products to the appropriate Educational Technology Services Advisory Committee for review and possible recommendation. (last approved 6/27/05, 1-28-08)

Software Licensing

The Board of Trustees respects the property rights of software vendors and information services, and requires that students and employees shall respect software licenses in their academic and administrative activities. All existing laws (federal and state) and College regulations and policies shall apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

(approved 6/27/05)

INFORMATION TECHNOLOGY

**Policy 8700
(Regulation 8700)**

Electronic Communications

The College provides e-mail services for faculty and staff for use when engaging in activities related to College business. Incidental personal use that does not interfere with College operations, generate incremental identifiable costs, saturate the data networks of the College, or negatively impact the individual's job performance is permitted. E-mail may not be used for commercial purposes or for personal financial gain. In addition, users shall accept and comply with the individual responsibilities relating to computer and information technology set forth in the SFCC Appropriate Use Policy and Regulation 8200.

(approved 6/27/05)

Telecommunication System

SFCC's Voice over IP (VoIP) telecommunications system is provided to faculty and staff by departmental approval. The phone system is for SFCC business purposes; however, incidental personal use of the phones is allowed for local calls. Each department is responsible for the expense of the phone, the line and the voicemail box. The VoIP system is in compliance with federal regulations. Regulation 8750 will define the billing, primary and acceptable use of phones and voicemail, long distance authorization codes and long distance calling. (approved 1-28-08)

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Web Site and Portal

Content within the SFCC Web site and portal may be created for academic and administrative departments, College-sanctioned organizations or committees, employees, and official student organizations. Publication of any material on SFCC's Web site and portal must be consistent with the rules, policies, standards, and procedures of the College and MOREnet Acceptable Use Policy as well as applicable state and federal laws. (See Regulation 8800.)

State Fair Community College reserves the right to control College resources, including but not limited to denying space on College-supported servers or removing any links to content that it perceives as not upholding the rules, policies, standards, and procedures of the College and MOREnet as well as applicable state and federal laws. Publishers of information over the campus network shall accept full editorial responsibility for their documents.

Academic freedom in teaching and the right of freedom of speech for faculty, staff, and students are fundamental principles of the College. SFCC Web and portal publishing policies do not limit or remove the right of free speech. Although SFCC believes that the principles of free speech and academic freedom extend to electronic communication, the College is not obligated to publish information or provide links to documents or external content that are deemed to be inappropriate.

Reasons content, documents, or linked pages might be deemed inappropriate for display on the Web or portal include but are not limited to the following: providing copyrighted or trademarked materials without written authorization, violating elements of the Family Educational Rights and Privacy Act (FERPA), receiving compensation for providing material by any party not entitled to use College resources, publishing organized political activities, opinions or solicitations, selling or buying products of for-profit enterprises, and incorporating advertising for promotion of non-profit or for-profit entities.

(last approved 1-28-08)