

SOUTHWESTERN COMMUNITY COLLEGE	INFORMATION TECHNOLOGY TECHNOLOGY SERVICES PROCEDURE	Procedure 8.01.02
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I. 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 6.04.07 – Student Records and for information concerning personnel records, see Policy 4.02.14 – Personnel Files.

II. EMPLOYEE USE OF TECHNOLOGY SERVICES

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

- A. Employees shall adhere to 8.02.01 Computer Resources, Internet and Network Acceptable Use Policy.
- B. All computing devices, including portable computing devices such as laptops or tablets, shall
 1. Use encryption or other measures to protect confidential information, including personal information, from unauthorized disclosure;
 2. Be labeled with a tamper-resistant tag, a permanently engraved label, or ID number, or both, identifying the device as the College's property;
 3. Be used in compliance with all applicable security requirements for the College's computers; and
 4. Include a password or PIN on such devices, if applicable.
- C. The College's mobile technology equipment, such as laptops and tablets, may be used at home as needed by College personnel, provided:
 1. Use of the equipment at home will not interfere with the College's operational needs;
 2. Supervisor approval;
 3. Vice President for IT approval;
 4. Personnel return items to campus upon request for system maintenance, upgrades, inventory, and verification.
 - a. At a minimum, employee laptops must be brought to campus and connected to the administrative network (wired) monthly to ensure security updates and Active Directory account synchronization occurs.
 5. Such use is subject to the College's policies and procedures.
- D. The College's Information Technology Division ("IT") maintains all the College's technology equipment. IT does not support the use and setup of the College's

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technology equipment on Internet, network and computing resources that are not owned and maintained by the College.

- E. The College recognizes that employees may occasionally receive personal email on College computers, use College equipment to complete an online course, and for other personal reasons. Personal use of College computers and equipment is acceptable provided that employees adhere to the following:
1. Personal use may not interfere with the College's operational needs;
 2. Equipment may not be checked out or borrowed solely for the purpose of personal use;
 3. Users understand that data stored on College equipment or sent using College email or other communication methods is not private;
 4. Users will adhere to all state and federal laws and the College's policies and procedures;
 5. Equipment or information resources are not used for illegal, malicious or obscene purposes;
 6. Equipment or information resources are not used to seek or exchange electronic information or software unrelated to one's job duties and responsibilities;
 7. The College's data and information are not shared with unauthorized individuals;
 8. All software copyright and licensing laws are followed;
 9. Do not use College passwords for non-college sites (e.g., social networking sites);
 10. Do not share sensitive College information or student details on social networking sites;
 11. Equipment is not used for any political purposes, including nonprofit activities of a political nature;
 12. Equipment 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 equipment or information resources in pursuit of private businesses operated by the employee or in pursuit of work for other agencies, colleges or businesses.

Previously Referenced as: N/A

Adopted: September 2025

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