Southeast Community College provides access to computer resources as an important strategy in supporting and advancing the role and mission of the College. The equipment and facilities that provide computer access represent a considerable commitment of resources for telecommunications, networking, hardware, software, and storage of information. This policy is intended to outline expectations for the use of these computer resources including, but not limited to, electronic mail services, computer facilities and services, computers, networks, Internet usage, and software.

All Southeast Community College computer resources are business and educational tools provided with public funds and are intended to be used for public purposes. The expectation is that employees using computer resources will conduct themselves ethically and appropriately, respecting copyrights, software licensing rules, and the privacy of others. By using SCC electronic information systems, the user assumes personal responsibility for their appropriate use. Personal use of these resources shall occur only with the written approval of the Vice President for Technology.

Any use of the College's computing, networking, Internet, or information resources that does not comply with stated expectations is considered misuse and thus constitutes a violation of College policy.

Adopted Date: 12/21/1999
The College provides extensive computer equipment to faculty and staff for the purpose of enhancing work-related productivity and knowledge. The equipment is to be used for purposes that are consistent with the role and mission of Southeast Community College.

Expectations for computer usage would include:

- Software that is provided for staff use is the property of Southeast Community College and is not to be copied without the written authorization of the Vice President for Technology.

- All software may only be installed on Southeast Community College computers by the Information Systems Technicians of the Technology Division or as designated by the Vice President of Technology.

- All software to be loaded onto the Southeast Community College computers shall adhere to the approved College copyright guidelines.

- Southeast Community College owns and controls the contents of all computers on its systems. College systems will be monitored as deemed necessary and appropriate by the Vice President for Technology.

- Each user will be issued a password for use of the computer systems. This password should not be shared and should be changed on a regular basis.

Adopted Date: 12/21/1999
Southeast Community College has provided each computer user with the ability to communicate internally and externally for educational and business-related purposes. E-mail use shall be to support the role and mission of the College.

Expectations for electronic mail use would include:

- All e-mail messages are the property of Southeast Community College. Use of e-mail may be monitored as deemed necessary and appropriate by the Vice President for Technology.

- All e-mail messages shall comply with College policies prohibiting discrimination or harassment based on race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy.

- E-mail shall not be used for illegal activities, including copyright infringement as defined in the adopted College copyright guidelines.

- E-mail shall not be used to transmit information of a confidential nature.
Access to the Internet is provided to enhance the role and mission of Southeast Community College. Use of the Internet shall be limited to the educational and business purposes of the College.

Expectations for Internet use would include:

- Southeast Community College utilizes software and systems to monitor and record all Internet usage. Use of the Internet may be monitored as deemed necessary and appropriate by the Vice President for Technology.

- The College Internet facilities shall not be used to violate any laws of the United States, state, city, or any other applicable subdivision.

- Any software that is downloaded becomes the property of Southeast Community College and shall conform to the approved copyright guidelines. Any downloaded software that is to be installed on a College computer that is connected to the network shall be done by the Information Systems Technicians of the Technology Division or as designated by the Vice President for Technology.

- All Internet uses shall comply with College policies prohibiting discrimination or harassment based on race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy.

Adopted Date: 03/17/2009