

**LAKE-SUMTER COMMUNITY COLLEGE  
ADMINISTRATIVE PROCEDURE**

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**TITLE: INFORMATION SYSTEMS RESOURCES**

**NUMBER: PRO 7-06**

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**REFERENCE: Board Rule 2.16**

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1. **General Information**

- a. LSCC Information Systems (IS) are designed for approved present and future users. Users are defined but not limited to LSCC full-time and part-time employees, LSCC students, students from other educational facilities, members of the community, and others as defined by contractual arrangements.
- b. The communication system must not be used to convey any materials that are political, slanderous or controversial. It must not contain sexually explicit images, messages, or cartoons; or ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based upon their race, national origin, color, sex, sexual orientation, age, disability, or religious or political beliefs. These prohibitions do not apply to material required for college business or legitimate academic purposes.
- c. All information recorded on electronic media are public records and as such are subject to access by the general public, as well as the press, in the same manner as physical documents. Thus, any electronic communication concerning any official business may be deleted or destroyed only in accordance with *State of Florida Basics of Records Management*. Such material can always be retrieved, and may be reviewed at any time by the College to ensure compliance with Rule 2.16 (Information Technology Resources) and this procedure, and may also be reviewed by the public upon a proper request under the Florida Sunshine Law.
- d. To ensure that the use of the College Information Systems and other electronic communications systems is consistent with the College's legitimate business interests and not in violation of Rule 2.16 (Information Technology Resources), authorized representatives of the College will monitor the use of such equipment from time to time. Such monitoring will be implemented to support identification, termination, and prosecution of unauthorized activity. The monitoring may include, but will not be limited to, recording access to the system, file transfers, terminal connections, sent and received e-mail messages and voice mail messages, web sites visited, phone use, software installation for licensing purposes, and the date, time, and user associated with such events. Anyone using this equipment for improper personal purposes does so at the risk of discipline in accordance with the applicable College Rules and Procedures.
- e. Attached to this procedure are copies of Acceptable Use Rules for Information Systems Resources for LSCC Employees and Unacceptable Uses of Information Systems Resources. Employees and students will be required to sign a statement that they have been informed of and agree to abide by these rules in order to utilize these resources.

**2. Ownership**

All IS resources, including hardware, software and telecommunication purchased for the purpose of supporting learning, teaching, and other work associated with the operation of LSCC, are the property of the College unless specifically stipulated otherwise in a grant, in a joint-use agreement, or by a donor. Department and Program personnel are the custodians of the IS resources purchased for their areas and are responsible for the proper care, operation, and use of the resources. As custodians only, employees may not take IS resources with them if and when they leave the employment of the College. If such IS resources are purchased under the auspices of grants or other external funding, those resources must be used for the intent for which they were purchased, in accordance with the guidelines of the external funding agent, at least until such time as the grant-funded program ends. Once the grant-funded program has ended, the IS resources should continue to be used for the original intent for which they were purchased unless the original purpose no longer exists.

**3. Employees**

Personal use of the College's communication systems is intended as a benefit and should be used in an appropriate manner without interfering or compromising operational functions of the institution. Employees are issued authorization for specific codes and file access to carry out assigned responsibilities. Authorization for expanded or additional access to stored information beyond any regular assigned codes and files requires approval of the individual's supervisor and the Chief Information Officer.

**4. Students**

It is recognized that educational institutions play a unique role in promoting intellectual freedom. They serve as a point of voluntary access to information and ideas and as a learning laboratory for students as they develop critical thinking and problem solving skills needed in a pluralistic society. Acceptable use of IS resources includes supporting instructional, cultural, social, and community service programs of the College. Therefore, LSCC students are allowed access to Internet resources with the understanding that some material that can be accessed is inaccurate or may contain elements that may not meet community or personal standards of decency. The College shall not be held accountable for the accuracy or decency of data retrieved via the Internet.

The LSCC IT department employs various measures to protect the security of its IS resources and its users' accounts. Students should be aware, however, that the IT department cannot guarantee security and confidentiality. The College accepts no responsibility for harm caused directly or indirectly by the use of its IS resources. Also, all equipment provided for student use belongs to LSCC. The IT department may monitor software installations for licensing purposes on each PC, and monitor hardware for inventory and possible pre-failure diagnostics. Students enrolled in online classes at LSCC are responsible for maintaining their own computers and Internet access. LSCC cannot provide repair or technical assistance for students' equipment and does not act as an ISP (Internet Service Provider).

**5. General Public**

Use of the College's information systems is primarily restricted to students, faculty and staff. Computers in classrooms are not available for general public use and are designated for specific purposes. However, public use of computers and networks may be essential to the operations of college libraries, Career Center, Admissions, Financial Aid, or other departmental activities. Public access may include, but is not limited to the following:

- a. Access that is supportive of Admissions, Financial Aid or Career Center Activities may be allowed for potential students or to community users.
- b. The mission of the LSCC libraries includes providing community users access to the resources and facilities of the college libraries in support of the college's mission to provide cultural, social, and community service activities that enrich the lives of local residents. The Leesburg campus library serves the public as a designated U.S. government documents depository library. According to depository law, access to federal government documents must be available to any requestor. LSCC libraries that function as joint-use public library facilities must directly support the general public. The libraries' public access catalog, many government publications and general reference sources are accessible only via the Internet. Therefore, Internet access in college libraries will be available to the general public, at the discretion of library staff, to provide appropriate information resources to the general public.
- c. The open computer labs are designed to serve the computer needs of the students at LSCC. Assistance is available in the labs on all campuses to help users with technical, course-related questions and challenges, as well as guidance with general use of software. Internet access is available for research purposes and for personal use in accord with the college's policies regarding the Internet. Although LSCC students are the Centers' main priority, public access is available on a space-available basis. Permission can be sought by asking members of the Learning Center staff.

6. **Security**

The LSCC IT department employs various measures to protect the security of its network resources. However, since computers are located in public areas, the College cannot guarantee privacy or confidentiality. Users should exercise caution when transmitting personal or financial information via the Internet.

Examples include, but are not limited to:

- a. Social security number
- b. Credit card or other financial information
- c. Address or telephone number

As voluntary users, Internet researchers are responsible for defining the constraints of their information searches. The College shall not be held accountable for the accuracy or decency of data retrieved by public users via the Internet.

7. **Fees**

Fees or charges billed to LSCC incurred by uses other than official college business may be billed back to the individual responsible. Examples of such fees are personal long distance or cell phone calls, unauthorized use of toll numbers, or other telecommunications charges or costs involved with technology.

**ACCEPTABLE USE RULES FOR INFORMATION SYSTEMS RESOURCES  
FOR LSCC EMPLOYEES**

1. The LSCC Information Systems (IS) resources, which include telecommunication resources, are expected to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of LSCC. Users must acknowledge their acceptance of the general policy and guidelines as a condition of receiving an account on the LSCC network, including voice mail.
2. Acceptable uses of the IS resources are activities which support learning and teaching at LSCC. Account holders are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions; including electronic mail, conferences, bulletin boards, databases, access to the Internet, voice mail, and conference calls.
3. Account name owners and voice mail users are responsible for unauthorized access made through their username or phone number and password. The person in whose name an account is issued is responsible at all times for its proper use. Users should engage in safe practices by establishing appropriate access restrictions for their account and guarding their password. Users will be required to change their passwords at intervals determined by Information Technology (IT) department.
4. Employees using classroom and training accounts are responsible for teaching proper techniques and standards for participation, including but not limited to privacy and copyright infringement; for guiding student access to appropriate sections of the network; and for assuring that students understand that if they misuse the network they will lose their privilege to use the network.
5. While there is no guarantee of absolute security and confidentiality, the LSCC IT department employs various measures to protect the security of its network resources and its users' accounts.

I understand that if I do not abide by these rules, I may be denied use of LSCC Information Resources.

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Signature

**UNACCEPTABLE USES OF INFORMATION SYSTEMS RESOURCES**

1. Accessing, posting or otherwise transmitting via telephone, intranet or Internet any content that is unlawful, harmful, threatening, abusive, harassing, torturous, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, of malicious intent, or racially, ethnically or otherwise objectionable.
2. Intentionally transmitting any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any IS resources.
3. Copying or otherwise transmitting any content in violation of patent, trademark, trade secret, copyright law, license agreements, or other protected material.
4. Using IS resources for financial gain or for any commercial or non-profit activity, including but not limited to:
  - a. Offering for sale any products or services
  - b. Soliciting for advertisers or sponsors; or transmitting any unsolicited or unauthorized advertising, promotional materials, junk mail, bulk mail, spam, chain letters, and pyramid schemes.
5. Consuming large amounts of bandwidth without authorization so as to interfere with the normal functioning of IS resources, including but not limited to downloading large files or programs, playing online games, or accessing streaming audio or video, or using the telecommunications system for an unwarranted amount of time.
6. Disrupting classrooms, labs or libraries, for example, by causing computers to display objectionable materials, setting passwords so as to block others from using a computer, or allowing personal electronic devices to sound.
7. Violating the conditions of the State and Federal laws dealing with students rights to privacy.
8. Impersonating any person or entity including accessing others' accounts without authorization, falsely stating or otherwise misrepresenting affiliation with a person or entity, or forging headers or otherwise manipulating identifiers.

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Signature