

College Procedure: 400.4 – Electronic Communications

Policy Reference:	400 – Employee Ethics and Conduct
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	09/15/2011

Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure establishes the general principles regarding appropriate use of equipment, software and networks at Kirkwood Community College. By adopting this procedure, the College recognizes that local, state and federal laws relating to copyrights, security and other statutes regarding electronic media also bind all employees of the College. The reason for the procedure is to provide a consistent and uniform process for regulating faculty, student, staff and other authorized users of the College's electronic communication resources.

The Procedure

Access to the College's electronic systems, facilities, resources and accounts is a privilege granted to students, faculty and staff. Access to these resources may be granted by the owners of that information based on the owner's judgment of the following factors: relevant laws and contractual obligations, the requester's need to know, information sensitivity and the risk of damage to or loss by the College.

College electronic systems, facilities, resources and accounts are to be used for college-related activities for which they are intended and authorized. The College reserves the right to limit, restrict or deny privileges and access to its electronic communication resources and facilities. College electronic systems, facilities, resources and accounts are not to be used for commercial purposes or non-college related activities without written authorization from the college. This applies equally to all College-owned and College-leased computers and peripherals.

Guiding Principles for the use of Electronic Communication Resources

Academic Support: Consistent with other college policies/procedures, this procedure is intended to deliver electronic resources in a way that supports academic endeavors. Kirkwood Community College is encouraged to make innovative and creative use of information technologies in support of education and College services. Access to information representing a multitude of views on all issues should be allowed for the interest, information and enlightenment of the College.

Personal use of Electronic Communication: Acceptable, provided that the use is infrequent and brief; does not interfere with the work performance of the employee or of other employees; does not interfere with or disrupt any College operation or service; does not affect the useful life of the property; and results in no cost to the College.

Illegal or inappropriate usage: Accessing or transmitting pornographic material except for legitimate academic purposes by faculty; sending defamatory, threatening, harassing or obscene communications using any method including, but not limited to, telephone, email, blogging and/or other social media; violating copyright or licensing laws; playing non academically sanctioned computer games; watching or uploading non-work related videos; giving unauthorized access to your password or data files; using College electronic communications for personal profit or entrepreneurial purposes; allowing family or friends to use College electronic communication materials and tools; or using your office telephone to make personal long distance calls.

E-mail disclaimer: Any e-mail communication sent to a recipient who is not an employee of Kirkwood Community College must include the organization's disclaimer. This disclaimer will automatically be included in all e-mail communications distributed outside of Kirkwood, and may not be altered or deleted by the user. This policy also applies to remote e-mail communication devices.

Privileged/Confidential Information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or deliver this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply email. Please advise immediately if you or your employer do not consent to Internet email for messages of this kind. Opinions, conclusions and other information in this message that do not relate to the official business of my organization shall be understood as neither given nor endorsed by it.

Solicitation: Users may not use College electronic communication resources to solicit for charitable or commercial ventures without written approval from the President of the College or their designee.

Proprietary Restrictions: Receiving, downloading, sending or uploading proprietary information without prior authorization is prohibited. Such information includes but is not limited to research materials, copyrighted materials, vendor contracts or similar material.

If an investigation confirms that a violation of this procedure has occurred, Kirkwood Community College will take corrective action with the offending employee, up to and including immediate termination of employment. In addition, Kirkwood Community College will pursue criminal and civil prosecution of violators as deemed necessary.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	09/15/2011	Jim Choate, Vice President, Finance	New template
2	05/10/2017	Mick Starcevich, President	New template
3	07/09/2019	Cabinet	Procedure template