The College strives to provide its employees access to information through an electronic communications system maintained by the College, including, but not limited to, e-mail and Internet access. The sole purpose of the electronic communications system is to support the educational purposes of the College. This electronic communications system is a public system of communication, supported by public funds. Its use for personal or private gain is expressly prohibited, and it should not be used for communication of a personal, private, or confidential nature.

In order to ensure appropriate and legal use of the system, as well as its efficient and effective operation, the College retains the right to monitor all communications on the system and to prohibit its use by those who abuse the privilege of using the system, to remove or limit access to material posted on the system, or to take other disciplinary measures.

Central Wyoming College is not a regulator of, nor does it take responsibility for, the content of information available on the system. The user is solely responsible for information created, received, and sent on the system. Any persons accessing or sending information through the College’s electronic communications system must determine for themselves and their charges whether any information or source of information is appropriate for viewing.

All users of the electronic communications system are responsible for respecting all pertinent licenses and contractual agreements and for using the system in a way that respects the rights of other users and that complies with all local, state, and federal laws and regulations or any College policies or procedures. Accepting any account and/or using the College electronic communications system shall constitute an agreement on behalf of the user to abide by the provisions of these procedures.

7.3.15.1 Acquisition, Installation, Support, and Replacement of Hardware and Software:
All acquisition, installation, support, modification, and/or replacement of hardware and software at CWC must be approved in advance by the CWC Information Technology (IT) Director or his/her designee and performed by the CWC IT Director or his/her designee. Acquisition, installation, connection, disconnection, modification or support of hardware or software at CWC under any circumstances without direct supervision of IT is strictly prohibited. Failure to comply may result in written reprimand, monetary restitution for damages, or other disciplinary action as recommended by the IT Director and the employee’s supervisor and approved by the appropriate dean or next level supervisor.
7.3.15.2 Training:
Within the limitations of finances and other resources, CWC will provide employees with opportunities to meet and exceed competency levels required to use College and industry-standard technology.

7.3.15.3 Monitoring, Oversight, and Technological Security:
CWC retains ownership of all equipment, including servers and the network, and retains the right to monitor all files, information, and activity on those systems. Types of files and size of files may be limited if they affect the effective and efficient operation of the system. File servers will be expunged on a regular schedule maintained by the Information Technology Department. In order to promote a safe and secure technological environment, CWC employees are expected to support, uphold and abide by applicable local, state, national and international laws pertaining to both tangible and intangible properties. For specific guidelines, refer to the operational procedures developed by the IT Department, which are modified as technology changes.

7.3.15.4 E-mail and Internet access and use:
Use of CWC e-mail and Internet access for amusement, personal communications and/or non-CWC purposes is strongly discouraged. Although occasional personal or non-College use may be allowed, any use that adversely affects other users, that interferes with the efficient and effective operation of the system or the appropriate discharge of college duties, or that violates any local, state, or federal laws or regulations or college policies and procedures may result in disciplinary action. The College absolutely will not tolerate any form of destructive or harmful e-mail or Internet use, including but not limited to harassment, vandalism, pornography or obscenity. Use of the College electronic communications system for personal business with the intent to profit is strictly prohibited. Non-compliance may result in a warning, written reprimand, loss of system privileges, or other disciplinary action as recommended by the IT Director and the employee’s supervisor and approved by the appropriate dean or next level supervisor.

7.3.15.5 Printing:
CWC will strive to provide convenient and reasonable print resources to faculty and staff within the bounds of financial and physical restraints.

7.3.15.6 Appeals:
College employees disciplined under these procedures shall have the right to appeal through the College Grievance Policy.

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Statement of Compliance

I, ____________________________, have received a copy of the above CWC Administrative Procedure 7.3.15 Information Technology. I have read and understand the policy and understand that non-compliance to this or any other college policy is grounds for disciplinary action that may include termination.

____________________________________  ______________
Signature                      Date