

Mission Statement – Information Technology

The Office of Information Technology will provide support to academic learning and with administrative computing with access to state-of-the-art technology.

Approved 11/28/06

Baton Rouge Community College - Policy Manual
Section 10 Information Technology
Usage of Computing Resources

Reference 1002

The college adheres to the federal, state, and local information privacy laws as it relates to computing resources and third-party proprietary information (e.g. Federal Educational Rights and Privacy, FERPA 1974). The college computing resources shall not be used for personal economic benefit, political advocacy, or blogging (adding content to a website that contains an online personal journal). All user IDs and passwords assigned to employees are confidential. The college computing resources are not to be used to engage in any activity prohibited by college policies, federal, state, and local laws.

Approved 11/28/06

Electronic Mail (Email)

Electronic mail is provided to all employees and students on the college to be utilized for college purposes only. Prohibited uses of electronic mail include, but are not limited to:

- Transmitting copies of documents in violation of copyright laws
- Inclusion of the work of others into electronic mail communications in violation of copyright laws
- Use of electronic mail to harass or intimidate others or to interfere with the ability of others to conduct college business
- Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations
- “Spoofing,” i.e., constructing an electronic mail communication so it appears to be from someone else
- Attempting unauthorized access to electronic mail or attempting to breach any security measures or attempting to intercept any electronic mail transmissions without authorization.

Approved 11/28/06

Software Installation

The installation of unauthorized software on the college computing resources is prohibited. All software must have prior approval from the Office of Information Technology before purchase or installation on college computing resources.

Approved 11/28/06

Data Protection

The college provides a firewall between the internet and college network to establish a secure environment for the college's computing resources. The firewall permits outbound and inbound internet.

Approved 11/28/06

Data Sanitization

The college complies with the State of Louisiana Office of Information Technology Data Sanitization policy for transfer and disposal of personal computer equipment. Software will be disposed as required by the licensing agreement.

Approved 11/28/06

Telecommunications

The college will provide the most efficient and cost effective means of telecommunications for all employees. The Chancellor's approval is required for all telecommunications requests. This includes but is not limited to college provided cell phones, personal digital assistant (PDA), long distance access, and VPN access. Personal use of telecommunications services and devices provided by the college constitutes misuse of college funds and therefore, is prohibited. The employee must reimburse the college according to the established schedule if equipment is used otherwise.

This policy complies with rules and regulations of the Office of Telecommunications as authorized by Louisiana Revised Statutes 39:141, and Internal Revenue Code sections 280F (d) (4) and 274(d).

Baton Rouge Community College reserves the right to investigate, record, retrieve, and read any communication or data composed, transmitted, or received through voice services, online connections, and/or stored on its servers and/or property, without further notice to employees.

Approved 07/27/09