Policy:

I. Purpose

This policy establishes clear policies and procedures for all persons who have been authorized to use the College’s Information Technology resources and to ensure that such resources are used in a lawful and ethical manner.

II. Scope

This policy and the accompanying procedure, applies to all members of the College community, including all faculty, students, staff, contractors, visitors and guests. The College’s Information Technology resources are available and should be used in support of the College’s mission.

III. Definitions

Information Technology Resources – Any and all computer systems, file servers, printers, workstations, local area networks, the wide area network, internet access terminals, disks, and other storage media, including cloud technology, software, software applications, electronic mail, including attachments to electronic mail messages, voice communications infrastructure, instructional laboratories, and, with regard to the aforementioned, all associated tools, instruments, and facilities.

IV. Policy

College provided access to Information Technology resources is a privilege and users may use only the component(s) of the College’s Information Technology resources that they have been specifically authorized to use. The College requires that all users access and utilize the aforementioned services in an ethical and legal manner. Furthermore, users must conduct themselves in a manner that not only reflects respect for the rights of other users, but also protects the safety and integrity of data, physical facilities, equipment, and all other contractual agreements in effect that govern the College’s Information Technology resources.

Only work related materials may be stored or saved on the College’s system. Each user is responsible for complying with the College’s record retention policy (6Hx-18-1.25). All other material must be routinely deleted or removed from the system. The storage or archiving of non-work related materials is a violation of this policy. The malicious or intentional destruction, removal or tampering with work related materials or Information Technology resources is prohibited.
Users of College Information Technology resources are responsible for the content of their personal communications. Palm Beach State College accepts no responsibility or liability for any personal or unauthorized use of its resources by users. Unauthorized use of Information Technology resources is prohibited, and the College will fully cooperate in the criminal prosecution of all unauthorized use.

When using the College’s Information Technology resources, users must comply with all applicable international, federal, state, and local laws, State Board of Education Rules, and all applicable policies and procedures of the College.

Users who violate this Policy are subject to penalties up to and including loss of privileges to use the College’s Information Technology resources and suspension and/or dismissal from employment. Illegal actions will be reported to the appropriate authorities and the College will cooperate in any resulting criminal prosecution.