

**TRI-COUNTY TECHNICAL COLLEGE
PROCEDURE**

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TITLE: Acceptable Use of Information Technology Resources

**RELATED POLICIES
AND PROCEDURES:**

1-2-1030, Administrative Systems and Data Security
Policy
1-2-1030.1, Administrative Systems and Data Security
Procedure
1-8-1010, Reproduction of Copyrighted Print and Non-
print Materials Policy
4-4-1010.2, Copyrighted Computer Software and
Electronic Materials Procedure
4-4-1031, Acceptable Use of Information Technology
Resources Policy

**ADMINISTRATIVE
RESPONSIBILITY:**

Vice President for Business Affairs

July 1, 2004

May 24, 2005

May 24, 2005

**DATE APPROVED BY
PRESIDENT**

DATE LAST REVIEW

DATE LAST REVISION

Tri-County Technical College has specified policy enforcement procedures to ensure the quality of information technology (IT) resources at the College. These procedures are as follows:

1. Response to Suspected Violations
 - 1.1. When any Information Technology Division staff member, faculty member, work area supervisor or library staff member reasonably determines that a policy violation has occurred and that violation can be traced to activities of a particular authorization, that authorization shall be immediately suspended. The user and his/her supervisor or instructor shall be notified of the suspension. This suspension will remain in effect pending due process.

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2. Investigation of Suspected Violations

- 2.1. The investigation of suspected abuse of IT resources shall be conducted with every effort to assure the proper balance of duties and rights of all parties involved. However, the individual rights of users suspected of a policy violation are superseded by the College's requirement to maintain system, data and network integrity, as well as the rights of all campus users.
- 2.2. Investigation of suspected violations may require the inspection of information created, transmitted or stored on College IT resources. This information may only be inspected with the express consent of the appropriate vice president or dean. Furthermore, the suspect user(s) shall have the opportunity to be present during the inspection.

3. Due Process for Policy Violations

- 3.1. Each case of policy violation shall be referred to the appropriate vice president or dean. The vice president or dean shall assess the evidence to reach a determination and impose any sanctions deemed necessary to insure policy compliance. The user and his/her supervisor or instructor shall be apprized of this judgment.
- 3.2. The judgment of the vice president or dean may be appealed as prescribed by the College grievance policy for faculty and staff, or in the case of student(s), the applicable appeal policy for students contained in the Catalog for the current academic year.