

C.1.9 (Policy) Appropriate Use of Information Technology Resources

Responsible Department: Vice Chancellor for Planning, Performance and Information Systems

Board Adoption: 8-18-09

Last Amended: 12-15-15

College District information technology resources include but are not limited to computer hardware and software including peripheral equipment such as mobile devices, scanners and printers, networking resources, electronic communications such as email, voice mail, internet, intranet, College District and college websites, and all related data and information. These resources are intended for College District business only and are College District property. They are not to be used for employee personal gain or private use (such as non-College District volunteer work), or to advocate for any non-College District related business or purpose.

Scope

This policy and Procedure [C.1.9.1](#) apply to all information technology resource users, including but not limited to administrators, faculty, students, staff, Board members, agents, volunteers, vendors, and the community, both on campus and at remote sites. All information technology resource users shall comply with this policy and Procedure [C.1.9.1](#).

Nondiscrimination

The use of information technology resources shall not be denied or abridged because of race, color, religion, gender, national origin, age, genetic information, sexual orientation, disability or veteran status.

User Responsibilities

Access to information technology resources owned or operated by the College District is a privilege granted to authorized users (“users”). Users are responsible for:

1. Reviewing, understanding, and complying with all College District policies, standards, procedures, rules and all laws related to access, use, and security of College District information technology resources;
2. Adhering to all hardware and software license agreements that are in force on any College District system, network, or server;
3. Asking systems administrators or data owners for clarification of access and acceptable use issues not specifically addressed in College District policies, rules or procedures; and
4. Reporting possible violations to the appropriate entities.

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Appropriate Use

College District information technology resources are to be used for official College District purposes only, including use by students directly related to completion of College District class assignments or other educational pursuits required by the College District, and use by employees directly related to instruction, research, and other College District business in the course and scope of their assigned College District duties.

Users shall comply with all College District policies, procedures, and rules, and with software licensing agreements, contracts, and city, state, and federal laws.

The College District designates email as its official method of communicating to all students and employees by way of their provided @alamo.edu email address. Official communications are intended only to meet the academic and administrative needs of the College District.

Inappropriate Use

Users shall not engage in any of the activities prohibited by this policy or procedure.

Users shall not use College District information technology resources for conducting non-College District activities or to access or attempt to access information not necessary for the user's official College District assigned duties or College District assigned course work, and they shall not allow unauthorized parties to use these resources.

Users shall not download or install unauthorized software or other applications or conduct unauthorized removal or modification of data, applications or equipment, and shall not intentionally damage, destroy or threaten to destroy information technology resources.

Users shall not access or attempt to access another employee's or student's email without authorization, and shall not access, attempt to access, store, send or forward pornographic material or material that is threatening, abusive, or obscene or creates an environment that detracts from the recipient's ability to effectively complete his or her job or course assignments, regardless of intent.

Users shall not send or forward charitable, commercial, political, or other advertisements, or material soliciting funds or services, selling tickets or distributing petitions or literature for any purpose other than official College District business.

Procedure [C.1.9.1](#) Appropriate Use of Information Technology Resources

Legal Reference - TACC Policy Reference Manual

CS(LEGAL) - Information Security

DBD(LEGAL) - Employment Requirements and Restrictions: Conflict of Interest