

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Educational Services 600.0000.86
SUBSECTION: Information Technology 630.0000.00

Electronic Data/Communication
Policy Number: 630.0300.10

POLICY

Western Community College Area's Board of Governors has adopted Board Policy 630.0100.98 Information Technology Resources, which provides for the appropriate use of Western Nebraska Community College's information technology resources, and whereas said policy sets forth under privacy and security as follows:

- 1) Computer programs and files are confidential unless they have explicitly been made available to other authorized users. Unauthorized copying, renaming, modifying, examining, or deleting computer files belonging to someone else on a shared directory is unacceptable. Files that users prefer to keep confidential should be stored in another location.
- 2) College information technology staff may access users' files when necessary for the maintenance of computing facilities. When performing maintenance, every effort will be made to insure the privacy of users' files.
- 3) The College cannot guarantee the privacy or confidentiality of any computer-based communication. Therefore, the College requests that all users of computer-based communication using College systems refrain from sending or receiving confidential or private information as a routine procedure.
- 4) The College reserves the right to inspect, copy, store, and disclose the contents of computer-based communication at any time. It will only do so when it is believed to be appropriate to prevent or correct improper use, to satisfy legal obligation, or to maintain proper operation of computer systems, and whereas the policy further provides for confidentiality/privacy as follows:

The College is not a publisher of the material which becomes the subject of computer-based communication and it cannot guarantee the privacy and confidentiality of any computer-based communication. Therefore, the College requires that all users of computer-based communication using College equipment and software refrain from sending or receiving confidential or private information as a routine procedure. The College reserves the right to inspect, copy, store, and disclose the contents of computer-based communication at any time. However, it will do so only when it believes it is appropriate to prevent or correct improper use, satisfy a legal obligation, or insure proper operation of the electronic facilities. There is no expectancy and/or assurance of privacy for information sent, received, or stored on College computer-based systems other than the College's internal computer-based record keeping system.

To protect the privacy and/or confidentiality of electronic data/communication, the President of Western Nebraska Community College does hereby put in place this Electronic Data/Communication Policy, which shall limit the review of computer-based information as follows:

- 1) It is the administrative policy of Western Nebraska Community College that information contained on the College's computers, servers, networks, and internet services shall not be reviewed by College employees, including not being reviewed by IT Technicians employed by College unless specifically authorized by the President. Information shall be defined as: electronic data, communication, or other record not intended for use or review by the individual(s) accessing the record.
- 2) College computer network and internet service are provided for administrative and educational communication

purposes consistent with the College's educational mission, curriculum, and instructional goals. All Board policies and expectations for professional conduct are applicable when College employees are using the College's computers, network systems, and internet services.

- 3) The level of employees' access to computers, networks and internet services are based upon specific job requirements and needs. Unauthorized access to secure areas of computers and networks is strictly prohibited.
- 4) Those employees/individuals responsible for the maintenance of the College's computers, networks, and internet services shall not review information as defined above from employees of the College without the specific direction of the College President.
- 5) All College employees shall advise the College President as to any suspected violation of the acceptable use of computers, technology, and internet policy.

The above-mentioned procedures are intended to protect information written in emails or other data which may include confidential information, including but not limited to personal information and/or college records.

This prohibition shall apply to all employees of the College and is intended to restrict review of computer-based communications, but yet provide a method of insuring that each user follows College approved procedures for use of College computers, internet resources, distance resources, computer labs, and networks.

The College President reserves the right to review the contents of all computer-based communications, user files, and emails at any time if the College President believes it to be appropriate to prevent or correct improper use, satisfy legal obligations, or maintain proper operation of the computer systems.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2010

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: Board Policy 630.0100.98 Information Technology Resources