

**BOARD POLICY
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INFORMATION TECHNOLOGY

**Policy 8100
(Regulation 8100)**

Introduction and Governance

The Board of Trustees authorizes the use of information technology to support an effective and efficient environment for high-quality instruction and information and to enhance communication, access, and the College's ability to meet the needs of students and other stakeholders.

(Approved 6/27/05; Revised 1/28/08; 4/9/24)

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Appropriate Use

State Fair Community College (SFCC) shall provide technological resources to the campus community of students, faculty, staff, and the public to support its educational mission. SFCC technology can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. This access is a privilege and requires that individual users act responsibly. Users shall respect the rights of other users, the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. SFCC technological resources shall always be used in compliance with all international, federal, state and local laws.

Regulation 8200 shall specify Appropriate Use guidelines for State Fair Community College students, employees and the public. The regulation shall summarize what users need to know about the laws, college policies, and guidelines that affect technology use, providing examples of inappropriate behavior and describing consequences for violators.

Every SFCC student and employee is a technology user at some time during their school or work experience. Use of SFCC technological resources, including but not limited to computer labs, network services, campus information systems, library systems, and office computers is a privilege provided by the college to students and employees for educational, academic, and administrative purposes. The college expects all technology users to understand and abide by these user obligations when using SFCC technological resources.

(Approved 6/27/05; revised 1/28/08; revised 4/13/23; revised 6/29/23)

INFORMATION TECHNOLOGY

Policy 8300 (Regulation 8300)

Access

Computing and networking resources shall be provided for the educational, academic, and administrative purposes of State Fair Community College. Some computer labs, networks, systems, and other resources shall be restricted to students who are enrolled in specific courses or programs or employees who have specific work assignments. Computer users shall learn, follow, and use the access controls for each resource appropriately and consistently with access regulations as defined in Regulation 8300. Those access controls are authentication, identification, and authorization.

(Approved 6/27/05; revised 6/24/21; reviewed 3/14/24)

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INFORMATION TECHNOLOGY

Policy 8400 (Regulation 8400)

Data Security and Retention

Data is necessary to conduct the business of State Fair Community College (SFCC). The life cycle of data includes collection, classification, responsibilities and access, storage and transmission, retention, and destruction of data. Regulation 8400 establishes the responsibilities, process, procedure and definition for each portion of the data lifecycle for the security and privacy of the constituents/community of the institution. All members of the SFCC community are responsible for protecting data in the lifecycle from unauthorized change, destruction, or disclosure. SFCC complies with all applicable laws and regulations regarding the dissemination and protection of data that is confidential including, but not limited to the Family Educational Rights and Privacy Act (FERPA) of 1974 and Gramm-Leach-Bliley Act (GLBA).

(approved 6/25/05; revised 1/28/08; revised 1/30/24)

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Hardware and Software Approval, Purchasing and Support

The college shall maintain a list of supported computer hardware and software. Purchases of products on the college's approved standards list will be supported by Information Technology Services (ITS) in terms of compatibility, installation, training, maintenance, troubleshooting, and upgrades. The Chief Information Officer will review and approval all purchases of hardware and software. Software and hardware not included on the standards list may be considered as a new standard or exemption by following in the process outlined in Regulation 8500.

(Approved 6/27/05; revised 1/28/08; revised 6/15/23; revised 3/26/24)

Software Licensing

The Board of Trustees respects the property rights of software vendors and information services, and requires that students and employees shall respect software licenses in their academic and administrative activities. All existing laws (federal and state) and college regulations and policies shall apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

(Approved 6/27/05; reviewed 3/14/24)

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INFORMATION TECHNOLOGY

**Policy 8700
(Regulation 8700)**

Electronic Communications

The college provides electronic communication services, such as e-mail and collaboration tools, for faculty and staff to use when engaging in activities related to college business. Users shall accept and comply with the individual responsibilities relating to computer and information technology set forth in the State Fair Community College (SFCC) Appropriate Use Policy and Regulation 8200. Users are expected to read, and shall be presumed to have received and read, all official SFCC communications.

(Approved 6/27/05; revised 3.26.24)

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Telecommunication System

SFCC's Voice over IP (VoIP) telecommunications system is provided to faculty and staff by departmental approval. The phone system is for SFCC business purposes; however, incidental personal use of the phones is allowed for local calls. Each department is responsible for the expense of the phone, the line and the voicemail box. The VoIP system is in compliance with federal regulations.

(Approved 1/28/08; revised 4/5/24)