

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

Electronic Communication and Technology Use

BP 6-30

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REFERENCE(S): Uniform Electronic Transactions Act, C.R.S. §§ 24-71.3-101 *et seq.*;
Public (Open) Records, C.R.S. §§ 24-72-200 *et seq.*; Family
Education Rights & Privacy Act (FERPA), 20 U.S.C. § 1232g

APPROVED:

Landon Mascareñaz, Chair

Policy Statement

The State Board for Community Colleges and Occupation Education (SBCCOE or Board), as an employer and owner of the Colorado Community College System's Information Technology (IT), possesses the authority to limit or restrict electronic communication and/or technology use by its employees and students in their capacity as employees and students.

The Colorado Community College System may monitor access to the equipment and networking structures and electronic communication system for the following purposes:

- To ensure the security and operating performance of the systems and networks.
- To safeguard employees and students in relation to IT.
- To review employee performance.
- To enforce policies, procedures, and the law.

Scope

This policy applies to all employees, students, and authorized users in the Colorado Community College System, including its Colleges (CCCS or System).

Definitions

"Electronic Communication" includes, but is not limited to, email, instant messaging, internet services, web pages, social media, and voice or video transmission.

“Information Technology” is the use of any computer, infrastructure, network, program, process, or software to create, exchange, secure, or store any form of electronic data.

“User” means any person or entity duly authorized by CCCS to have and/or use System technology and electronic access.

Guidelines

All resources shall be used in a manner consistent with the administrative, instructional, educational, and research objectives of the System.

Examples of prohibited use of System IT:

- Transmitting or storing electronic communication which might reasonably be considered obscene, harassing, offensive, abusive, or is known to be false.
- Initiating or propagating illegal communication and data.
- Attempting to forge electronic messages or using someone else’s electronic identity.
- Creating or willfully disseminating computer or software viruses.
- Using copyrighted material, except as permitted by law or by contract of the copyright owner.
- Accessing, downloading, printing, storing, or transmitting lewd or sexually explicit data.

Exception: If the access is deemed necessary in connection with research or debate on sexual themes in art, literature, history, the law, or the routine exchange of information among professionals concerning child abuse or sexual assault.

- Displays of images, sounds, or messages which might reasonably create an atmosphere of discomfort or harassment for others, especially those considered obscene or sexually explicit.
- Accessing or using personal or recreational sites during work hours.
- Using System owned computers or technology for commercial gain or private profit.

Effective Use of Electronic Communication and the Internet

Electronic Communication and the Internet are resources provided for exchanging and delivering information, research, instruction, and education for employees, students, and authorized users.

All users are expected to utilize these resources in a responsible, considerate, and ethical manner.

- Respect the network as a shared, governmental resource. Be mindful of your electronic communications and the impact of electronic use and data on network performance and storage.
- Be aware of your audience. Avoid expressing opinions that could reflect negatively on the System.

Public Records

Electronic Communication is governed by the same laws and policies as communications in other mediums. CCCS electronic data may be a public record and may be subject to inspection under the public records statute.

Sanctions

Inappropriate use of electronic communication or System technology may be grounds for discipline. Violation of this policy or any governing law may result in reprimand, loss of access, suspension, or dismissal.

Procedure

The Chancellor shall promulgate such procedures as may be needed to implement this policy.