OPERATING POLICIES – SECTION 500

NUMBER: 570
SUBJECT: USE OF E-MAIL, VOICE-MAIL, AND COMPUTER NETWORK SYSTEMS
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
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BRIDGERLAND
TECHNICAL COLLEGE

570.1 – GENERAL

The following are the basic procedures/policies regarding appropriate use of e-mail, voice-mail, and computer network systems. To be able to use a computer and the Internet at Bridgerland Technical College (BTECH), an individual (employees and/or students) must sign the Acceptable Use Agreement.

570.2 – PURPOSE

The College respects the individual privacy of its employees. However, an employee cannot expect privacy rights to extend to work-related conduct or the use of BTECH-owned equipment or supplies.

(a) BTECH e-mail, voice-mail, and computer network systems are accessible at all times by BTECH and may be subject to periodic, unannounced inspections by BTECH Information Systems (IS) personnel and/or management for business purposes. All system pass codes must be made available to BTECH IS and/or management upon request. In addition, as part of the network monitoring process, BTECH also monitors all Internet traffic, in and out of the facility, and has the ability to monitor information/activity on any individual computer within the organization.

(b) Employees are expected to use the e-mail, voice-mail, and computer network systems for BTECH business and not for unnecessary personal purposes. Unnecessary personal purposes include, but are not limited to:

   (1) Soliciting or proselytizing for commercial ventures
   (2) Religious or political causes
   (3) Outside organizations
   (4) Other than non-job-related solicitations

(c) Employees are prohibited from using the information systems at BTECH in any way that might be disruptive or offensive to others, including but not limited to:

   (1) Transmission of sexually explicit messages or cartoons
   (2) Ethnic or racial slurs
   (3) Anything that may be construed as harassment or disparagement of others

(d) Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their e-mail and/or voice-mail messages.

(e) Personal or other inappropriate use of the information systems at BTECH will result in disciplinary action, including the denial of access to BTECH computer services and including the possibility of immediate dismissal. (Please also refer to BTECH's Online Use Policy.)