



**Broward
Community
College**

Policy Manual

Title: College Network and Software Usage	Number: 6Hx2-8.01
Legal Authority: Florida Statutes: Chapter 119 – Public Records, Chapter 815 – Computer Related Crimes, Chapter 1001.65 - Community college presidents; powers and duties	Page: 1 of 2

GENERAL STATEMENT

The President shall establish procedures as necessary to ensure proper, secure and efficient use of the Broward Community College (The College) Network and all software installed on equipment attached to the College Network. Installation of software will only be performed by authorized personnel, and then only if the software has been approved as compatible with the College Network and ownership of a valid license has been established. The College Network is intended for college and academic use only.

[Link to Procedure A6Hx2-8.01 College Network and Software Usage by Employees](#)

[Link to Procedure B6Hx2-8.01 College Network and Software Usage by Students](#)

THE POLICY and THE STUDENT

The College provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. It is the student’s responsibility to understand what constitutes proper use of the College Network, as outlined in Procedure B6Hx2-8.01 College Network and Software Usage by Students.

THE POLICY and THE FACULTY AND STAFF

The College provides all of its employees with College Network and Internet access so that they can obtain up-to-date information useful to them for the performance of their job functions and duties. It is the employee’s responsibility to understand what constitutes proper use of the College Network, as outlined in Procedure A6Hx2-8.01 College Network and Software Usage by Employees.

IMPLEMENTATION and OVERSIGHT

Technology Staff will ensure all devices installed on the College Network comply with college policy. On an annual basis, or sooner if need arises, all devices on the College Network will be reviewed for approved and properly licensed software. All software in violation of College policy will be removed from the College Network. Prior to inspecting all devices, the list of approved software will be reviewed and updated by Technology Staff. Pursuant to Florida Statute Chapter 815 – Computer Related Crimes, The College will, as necessary and appropriate, monitor network activities to and from any computer directly connected to the College Network, including Internet access, to detect unauthorized activity or intrusion attempts, and for diagnostic purposes. Such activities may be archived and monitored at a future date. President's Cabinet will make final determination as to whether specific network usage is in violation of College policy. Due to Florida's very broad public records law described in Florida Statute Chapter 119 – Public Records, most electronic information to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, documents stored on the College network may be subject to public disclosure.

History: New Policy – 03/21/2008 Combines 6Hx2-8.01 College Network and Software Usage by Employees and 6Hx2-8.02 College Network and Software Usage by Students

Approved by the Board of Trustees	Date 5/1/08	President’s Signature 	Date 5/1/08
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VIOLATION OF POLICY

Employees in violation of these established procedures and requirements may be subject to disciplinary action, up to and including termination. Students in violation of these established procedures and requirements may be subject to disciplinary action as outlined in the Student Handbook. All individuals in violation may face fines, fees for damages, civil or criminal penalties from the U.S. courts.

DEFINITIONS

College Network - A college-wide computer network that includes a servers, printers, personal computers, network routers/switches, UPS systems, faxes, multi-functional devices, projectors, podiums/teaching stations, telecommunication systems, video conferencing, application software and systems, wireless access points and network cabling.

Approved and properly licensed software - Software that is listed on the College web site as approved software and licensing is provide by a valid site or individual license.

Technology Staff - The Associate Vice President, Technology Infrastructure Services, Associate Vice President, Instructional Technology, Campus Associate Deans of Technology , and each of their respective staffs. In addition, the College may use consulting and contracted services to augment the Technology Staff.

The College reserves the right to change this policy at any time without prior notice or consent.

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