

Policy Manual



Title: College Network and Software Usage	Number: 6Hx2-8.01
Legal Authority: Fla. Stat.: 119, 815, 1001.65	Page: Page 1 of 2

GENERAL STATEMENT

The President shall establish procedures as necessary to ensure proper, secure and efficient use of the Broward 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.

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.

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.

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; revised November 14, 2012; revised February 26, 2013

Approved by the Board of Trustees	Date 2/26/2013	President's Signature 	Date 2/26/2013
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DEFINITIONS

College Network - A college-wide computer network that includes 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 provided by a valid site or individual license.

Technology Staff - The Chief Technology and Operations Officer, Chief Information Security Officer, 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.

Necessary and Appropriate – Circumstances that are deemed necessary and appropriate are:

1. When carrying out routine computer service tasks, Technology Staff or other members of College discover data which breaches college policy, or where the nature of the data suggests such a breach has occurred or will occur.
2. Where formal complaints are received by the President's leadership team suggesting that the College Network is being used to store, transmit or transfer data which breaches college policy, the College's contractual obligation to third parties, Florida or Federal Law.
3. Where the College has been required, or requested by law enforcement, to monitor data as part of a criminal investigation.
4. Where there is other reasonable suspicion that users are storing, transmitting or transferring data which breaches college policy, the College's contractual obligation to third parties, Florida or Federal Law.

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

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