

# Policy Manual



<b>Title:</b> College Telecommunication Services	<b>Number:</b> 6Hx2-8.06
<b>Legal Authority:</b> Fla. Statutes: 1001.65; Chapter 119, Chapter 815	<b>Page:</b> 1 of 2

## GENERAL STATEMENT

The President shall establish procedures and requirements as necessary to ensure proper and efficient use of College Telecommunication Services. These services are intended for college and academic use only and are required for proper emergency response. Broward College (the College) will not provide wireless/cellular services to its employees, but will provide a Wireless Program for the reimbursement of such expenses if the employee's job duties include the need for a wireless device, in accordance with defined procedures.

## THE POLICY and THE FACULTY AND STAFF

The College provides all of its employees with telecommunication services that are intended to promote efficient internal and external communication and assist in the performance of their job functions and duties. It is the employee's responsibility to understand what constitutes proper use of College Telecommunication Services, as outlined in Procedure A6Hx2-8.06 College Telecommunication Services.

## IMPLEMENTATION and OVERSIGHT

Technology Staff will insure devices installed on the College network will comply with college policy. The list of authorized software and hardware, long distance access and Wireless Program participant reports will be reviewed on an annual basis, or more often if necessary. Pursuant to Florida Statute Chapter 815 – Computer Related Crimes, The College will, as necessary and appropriate, review and monitor data collected from telecommunication activities from any device directly connected to the College Network, to detect unauthorized activity or intrusion attempts, and for diagnostic purposes. Such activities may be archived and monitored at a future date. The President's leadership team will make final determination as to whether an employee 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 is public record, available to the public and media upon request. Therefore, information stored on the College's telecommunication systems may be subject to public disclosure.

## VIOLATION OF POLICY

Employees in violation of these established procedures and requirements will lose access to such services and may be subject to disciplinary action, up to and including termination. All individuals in violation may face fines, fees for damages, civil or criminal penalties from the U.S. courts.

## DEFINITIONS

College Telecommunication Services - The selection, installation, troubleshooting, and maintenance of office phones, facsimiles, pagers, wireless/cellular services, scheduling of conference calls, assignment of long distance authorization codes, blackberry licensing and synchronization of email, and voicemail.

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

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

**History:** *New Policy March 21, 2008; revised February 26, 2013*

<b>Approved by the Board of Trustees</b>	<b>Date</b> 02/26/2013	<b>President's Signature</b> 	<b>Date</b> 02/26/2013
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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 staff 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.

Wireless Program - A program to reimburse authorized employees who are required to have a cell phone for business purposes. If a College employee’s job duties include the need for a wireless device, and with a Cabinet member’s approval, such expenses will be covered through a variety of benefit plan options established by the Human Resource department, and paid for by the authorizing department.

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

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