

Electronic Communication Policy

<https://www.cccs.edu/bp-3-125-electronic-communication-policy/>

This policy applies to faculty, staff, students, and other authorized persons with E-mail or other electronic access at Trinidad State Junior College, the state system community colleges, community college initiatives at Lowry and at the System central office and will be referred to as "Users" for the purpose of this policy.

Trinidad State Junior College, as an employer and owner of the computer system, possesses authority to restrict the electronic communication technology use of its employees and students in their capacity as employees and students. TSJC and CCCS may monitor access to the equipment and networking structures and electronic communication system for the following purposes:

1. To ensure the security and operating performance of the systems and networks.
2. To review employee performance
3. To enforce System policies

Definition: Electronic Communications includes but is not limited to E-mail, internet services, web pages and system computer use.

Electronic Communication Use Guidelines: Use resources in a manner consistent with the administrative, instructional, educational and research objectives of the community college system.

Following are examples of prohibited use of the system computers, E-mail and Internet:

- Sending or storing mail judged to be obscene, known to be false, harassing or otherwise abusive or transmitting to others, in any location, images, sounds or messages which might reasonably be considered harassing.
- Initiating or propagating chain letters
- Attempting to forge electronic mail messages or using someone else's electronic mail.
- Creating or willfully disseminating computer viruses.
- Copying copyrighted material (such as software), except as permitted by law or by contract of the copyright owner.
- Accessing, downloading, printing or storing obscene, sexually explicit images, text, or services on college owned computers.

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

- Screen displays of images, sounds or messages that could create an atmosphere of discomfort or harassment for others, especially those considered obscene or sexually explicit.
- Accessing personal interest sites, viewing chat rooms or using recreational games during work hours.
- Using System owned computers for commercial gain or private profit.

Effective Use of E-mail and Internet: E-mail and Internet are resources provided for research, instruction, and education for community college system students and employees. All users are expected to utilize these resources in a responsible, considerate and ethical manner.

1. Respect the network as a shared resource. Be sensitive to the impact of your electronic communications traffic on network performance and the workload of others.
2. Be aware of your potential audience. Avoid expressing opinions that could reflect negatively on the System and opinions that could result in unwanted actions or reactions from Internet or E-mail participants.

Public Records: Electronic Communication is governed by the same laws and policies as communications in other mediums. Correspondence of the employee, whether in the form of electronic mail or other uses, may be a public record under the public records law and may be subject to public inspection under C.R.S. 24-72-203 et. seq.

Sanctions: Inappropriate use of electronic communications, including E-mail and internet, may be grounds for discipline. Violation of this policy or procedures created hereafter may result in penalties ranging from reprimand, loss of access, suspension or dismissal.