

C.1.9 (Policy) Appropriate Use of Information Technology Resources

Responsible Department: Vice Chancellor for Planning, Performance and Information Systems

Board Adoption: 8-18-09

Last Amended: 7-27-2021

Alamo College District (ACD) information technology resources include but are not limited to computer hardware, software and data including peripheral equipment such as mobile devices, scanners and printers, networking resources, electronic communications such as email, voice mail, text message and chat, internet, intranet, ACD and college websites, and all related data and information. These resources are intended for ACD business only and are ACD property. They are not to be used for employee personal gain or private use (such as non-ACD volunteer work), or to advocate for any non-ACD related business or purpose. ACD is bound by Texas Administrative Code (TAC) 202.70 to provide measures that protect digital assets against all unauthorized access, disclosure, modification or destruction and to assure availability, integrity, utility, authenticity and confidentiality (including privacy).

Scope

This policy and Procedure [C.1.9.1](#) apply to all information technology resource users, including but not limited to administrators, faculty, students, staff, Board members, agents, volunteers, vendors, and the community, both on campus and at remote sites. All information technology resource users shall comply with this policy and Procedure [C.1.9.1](#).

Nondiscrimination

The use of information technology resources shall not be denied or abridged because of race, color, religion, gender, national origin, age, genetic information, sexual orientation, disability or veteran status.

User Responsibilities

Access to information technology resources owned or operated by ACD is a privilege granted to authorized users (“users”). Users are responsible for:

1. Reviewing, understanding, and complying with all ACD policies, standards, procedures, rules and all laws related to access, use, and security of ACD information technology resources;
2. Safeguarding data as an enterprise asset, assuring access to those entitled by the role they play in administering operational duties;
3. Assure controlled release of information for business reasons only;
4. Adhering to all hardware and software license agreements that are in force on any College District system, network, or server;
5. Complete all required security awareness training;

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6. Asking systems administrators or data owners for clarification of access and acceptable use issues not specifically addressed in ACD policies, rules or procedures; and
7. Reporting possible violations to the appropriate entities.

Appropriate Use

ACD information and technology resources are to be used for official ACD purposes only, including use by students directly related to completion of ACD class assignments or other educational pursuits required by the ACD, and use by employees directly related to instruction, research, and other ACD business in the course and scope of their assigned ACD duties.

Users shall comply with all ACD policies, procedures, and rules, and with software licensing agreements, contracts, and city, state, and federal laws.

The ACD designates email as its official method of communicating to all students and employees by way of their provided @alamo.edu email address and students by way of their provided @student.alamo.edu email address. Official communications are intended only to meet the academic and administrative needs of the ACD.

Inappropriate Use

Users shall not engage in any of the activities prohibited by this policy or procedure.

Users shall not use ACD information technology resources for conducting non-ACD activities or to access or attempt to access information not necessary for the user's official ACD assigned duties or ACD assigned course work, and they shall not allow unauthorized parties to use these resources.

Users shall not download or install unauthorized software or other applications or conduct unauthorized removal or modification of data, applications or equipment, and shall not intentionally damage, destroy or threaten to destroy information technology resources.

Users shall not access or attempt to access another employee's or student's email without authorization, and shall not access, attempt to access, store, send or forward pornographic material or material that is threatening, abusive, or obscene or creates an environment that detracts from the recipient's ability to effectively complete his or her job or course assignments, regardless of intent.

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Users shall not send or forward charitable, commercial, political, or other advertisements, or material soliciting funds or services, selling tickets or distributing petitions or literature for any purpose other than official ACD business.

Users shall not share Alamo data and/or information without appropriate authorization of applicable data owners that administer their functional domain.

Procedure [C.1.9.1](#) Appropriate Use of Information Technology Resources

Legal Reference - TACC Policy Reference Manual

CS(LEGAL) - Information Security

DBD(LEGAL) - Employment Requirements and Restrictions: Conflict of Interest