

# GREAT PLAINS COLLEGE

## PERSONNEL

July 2010: Management Approved

July 22, 2019: Management Review and Approved

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### **NAME: INTERNET AND EMAIL ACCESS**

#### **POLICY STATEMENT:**

Great Plains College wishes employees and students to be Internet literate and to have access, wherever possible, to e-mail.

#### **POLICY GUIDELINES:**

1. It is intended that every location having a college owned computer should have access to the Internet.
2. The Internet and e-mail should be used for the benefit of the College and its programs and services.
3. While the Internet contains a wealth of information, it also contains information which may be offensive, inappropriate, and illegal.
4. We should encourage appropriate use and practice that helps to protect against viruses and other threats to the integrity of the system. .

#### **POLICY PROCEDURES:**

1. Where e-mail accounts are provided by the College as a means of communication by the general public or other government departments and agencies as a general point of access, i.e. the email address is generic, no personal communications should be transmitted to or from this address.
2. Personal communication should take place outside of regular working/classroom hours.
3. No employee or student may access any material, which might be construed as offensive to another; which is by its nature or content inappropriate in a college setting; or which is illegal.
4. Any user who violates the rules of good conduct on the Internet will lose their privileges to use the Internet or have an e-mail account.
5. Internet users must understand that copyright laws continue to be in force and care should be taken in copying any original works without the author's permission.

### INTERNET AND EMAIL ACCESS

6. The College reserves the right to monitor Internet and e-mail communications by employees and students.
7. Users will exercise procedures for managing and archiving data and emails on a regular basis.
8. Students will be required to sign the Students' Computer Use Agreement.