

VALENCIA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY AND PROCEDURE

Number: 6Hx28:04-38

Title: INFORMATION TECHNOLOGY RESOURCES POLICIES

Specific Authority: 240.319 F.S., 6A-14.0247 FAC.

Law Implemented: 240.319 F.S., 6A-14.0247 FAC.

Policy:

04-38.01 – Authority, Delegation, and Scope

- A.** The Valencia Community College District Board of Trustees is specifically authorized by law to adopt rules, procedures, and policies, consistent with law and rules of the State Board of Education related to data or technology, including but not limited to, information systems, communications systems, computer hardware and software, and networks. All college information technology resources are for purposes related to the mission of Valencia Community College, and shall be acquired and used in accordance with the mission of the college and its learning-centered principles. The president (or designees) is authorized to establish procedures and guidelines necessary and appropriate in the implementation of these policies. Procedures and guidelines may be related to acquisition, development, use and implementation of technology, including but not limited to the following:

 - 1.** Acceptable Use of Information Technology Resources
 - 2.** Computer Hardware and Software Standards
 - 3.** Online Privacy, Access and Security
 - 4.** User Authentication
 - 5.** Technical and Operational Currency
 - 6.** Information Preservation and Confidentiality
 - 7.** Instructional Technology
 - 8.** Compliance with Laws, Rules, and Regulations
 - 9.** Technology Governance

- B.** These policies, along with implementing procedures and guidelines, shall be adhered to by all college units as well as all individuals who operate or use the information technology resources of the college. Information technology resources are, without limitation, facilities, technologies, and information resources used for college information processing, transfer, storage, and communications. Included in this definition are computer labs, classroom technologies, computing and electronic communications devices and services, such as modems, e-mail, networks, telephones (including cellular), voice mail, fax transmissions, video, multimedia, instructional materials. This definition is not all inclusive but rather reflects examples of college equipment, supplies and services. These policies supplement – not replace – all existing state and federal laws, rules and regulations. These policies also apply to the use of

information technology resources entrusted to the college by other organizations.

04-38.02 – Acceptable Use of Information Technology Resources

- A.** Computers, networks and electronic information systems are essential resources for accomplishing Valencia Community College’s mission of teaching and learning. Valencia grants members of the college community shared access to these resources in support of accomplishing Valencia’s mission. Access to these resources imposes certain responsibilities and obligations and is granted subject to college policies and procedures, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.
- B.** Valencia’s information technology resources are a valuable community asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate educational and administrative activities. All users of these resources shall use them in an effective, efficient, and responsible manner.
- C.** Users of College information technology resources must be aware of and comply with Valencia’s “User Authentication Requirements for Access to Valencia Computer Resources” and “Acceptable Use of Information Technology Resources” procedures, which shall address matters including personal communication, privacy and security issues, passwords and Ids, information and data use, consequences of violations, and hardware, software, and network use.
- D.** Use of College information technology resources in some areas, for example LRC’s and student labs, may be subject to more refined requirements and restrictions. In such instances, more refined usage requirements will be provided and documented in those areas.

04-38.03 – Computer Hardware and Software Standards

- A.** In order to provide the highest possible level of computer support and functionality across all Valencia facilities, the College shall develop and maintain computer hardware and software standards. These standards are documented in the implementing procedures document entitled, “Computer Hardware and Software Standards.” These standards are intended to support the learning mission of the college and to promote efficiency in response to user needs, cost effectiveness and fiscal responsibility in purchasing, and ease of administration of college computer hardware and software resources. These standards shall be applied on a college-wide basis to develop and encourage an environment where resources may be shared rather than duplicated, while maintaining the flexibility to address unique computing needs among individual departments at the college. All Valencia Community College faculty and staff shall comply with the standards as set forth in the “Computer Hardware and Software Standards”.

04-38.04 – Online Privacy, Access and Security

- A. Valencia Community College shall respect the privacy of all web site visitors to the extent permitted by law. The College official website and all subsites must adhere to and notify visitors of their information collection policy by including the official “Online Privacy Statement” on all website pages and subsite main pages. The “Online Privacy Statement” shall include contact information for visitors with questions concerning the statement, data collection, or data security.
1. The Valencia official website and subsites include, without limitation, all web pages within the Valencia domains “valencia.cc.fl.us”, “valencia.cc”, and “valenciacc.edu” and their derivatives.
 2. The Valencia official website is maintained jointly by the Office of Information Technology and Marketing & Media Relations. All official website pages shall include a link to the “Online Privacy Statement.”
 3. Valencia subsites may be maintained by staff or faculty. All official subsite pages shall include a link to the “Online Privacy Statement.” All unofficial subsite main pages (i.e., entry-point or introductory pages to the subsites) shall include links to the “Online Privacy Statement.” Faculty must include links to the “Online Privacy Statement” on the main pages of any subsites they maintain.

04-38.05 – User Authentication Requirements

- A. Valencia Community College’s network and application systems are valuable assets and must be protected from unauthorized use and malicious activity. All users of Valencia network services must follow the procedures outlined in “User Authentication Requirements for Access to Valencia Computer Resources”.

Implementing Procedures:

- A. Acceptable Use of Information Technology Resources
- B. Computer Hardware and Software Standards
- C. Online Privacy Statement
- D. User Authentication Requirements for Access to Valencia Computer Resources

Other Documents:

- A. Guidelines for Selecting a Secure Password

History:

Adopted: 4-21-82; Revised: 12-15-82; Formerly 6Hx28:4-39; Formerly 6Hx28:4-37; Amended: 11-18-92; Amended: 2-18-98; Revised: xx-xx-02