

# PROCEDURE:

## 3.3.4p3. Privacy Notice to Computer Users

**Revised:** November 23, 2009; February 16, 2011; February 15, 2012; February 20, 2013; February 18, 2015; February 17, 2016; February 15, 2017

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**Adopted:** August 20, 2008

### I. PURPOSE

The purpose of this procedure is to alert computer information system end-users of the terms and conditions of use and inform them of the level of privacy they can expect when using Ogeechee Technical College information systems. This privacy notice is in place to protect the College as well as its employees, students, and guests.

### II. RELATED AUTHORITY

TCSG Procedure 3.3.4p. Acceptable Computer and Internet Use

Ogeechee Technical College Procedure 3.3.4p1. Acceptable Computer and Internet Use

Ogeechee Technical College Procedure 3.3.4p2. Email Use

Ogeechee Technical College Procedure 3.3.4p4. Remote Access

Ogeechee Technical College Procedure 3.3.4p5. Laptop Computer Use

### III. APPLICABILITY

This procedure applies to employees, students, contractors, consultants, temporaries, and other workers at the College, including all personnel affiliated with third parties. This privacy notice applies to all equipment that is owned or leased by the College.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

None.

### VI. PROCEDURE

#### **General**

Users of the College's information technology resources have no explicit or implicit expectation of privacy. Any or all uses of these resources and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel of the College. The user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized College personnel. The user agrees to abide by the guidelines of the following the policies: *TCSG Procedure 3.3.4p. Acceptable Computer and Internet Use*, *Ogeechee Technical College Procedure 3.3.4p2. Email Use*, and *Ogeechee Technical*

*College Procedure 3.3.4p4. Remote Access.* Unauthorized or improper use of the College's information technology resources may result in administrative disciplinary action and/or civil and criminal penalties. Moreover, College officials shall cooperate with law enforcement officials who are properly authorized to search College computers and computer systems. Notice of the requirements of this procedure shall be available each time a user accesses the College's information technology resources. By continuing, users indicate an awareness of and consent to the terms and conditions of use.

### **Suspected Procedure Violations**

The Vice President of each division can request an investigation and disclosure of electronic data or communications suspected misuse in their division. The Office of the President must approve each request. Upon approval, the Office of the President will contact the appropriate personnel in the Information Technology Services division to fulfill the request.

### **Enforcement**

Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, the College will take appropriate action in response to user abuse or misuse of computing/information technology services. Action may include, but not necessarily limited to, the following:

1. Suspension or revocation of computing privileges;
2. Reimbursement to Ogeechee Technical College for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action, which could result in suspension/expulsion of a student or suspension or dismissal of an employee.

## **VII. RECORD RETENTION**

Documents associated with the abuse or misuse of computing/information technology services and any associated disciplinary action should be maintained for a period of two (2) years after the completion of the litigation.