

# Lamar Community College

## Information Technology Use Procedures

**Approved:** 02-20-12

**Revised:**

**Purpose:** This document explains the usage procedures regarding information technology resources (i.e. any hardware or software used to create, store, transmit, or display data) provided by Lamar Community College (LCC, the College).

**Audience:** All users of information technology resources provided by LCC.

**Acceptable Use:**

1. Complies with [Colorado Community College System SP-125c](#), [LCC Student Code of Conduct](#) along with all local, state, and federal laws.
2. No intention of harming or offending any person(s), property, entities.
3. Only for LCC related activities both on and off campus.
4. Used only by LCC employees, students, and authorized guests.

**Ownership:** All data existing on LCC provided information technology resources is considered the sole property of LCC but does not imply intellectual property rights.

**Privacy:** All use of LCC provided information technology resources is subject to monitoring and control by the College, including all data stored, used, transmitted, and displayed on LCC provided information technology resources.

**Confidentiality:** All users of LCC information technology resources are required by law to keep confidential information obtained about others.

**Credentials:** All users provided credentials for access to LCC information technology resources will not share this information with others unless authorized by the LCC Computer Center.

**Personal Devices and Software:** Non-LCC owned devices or software will not be connected to, used with, or installed on LCC provided information technology resources. The exception being non-LCC owned or provided computers being connected to LCC provided projectors.

**Non-Compliance:** Failure to comply with any part of the procedures listed or referenced in this document may result in disciplinary or legal action as determined by LCC and/or applicable entities.

This document will be reviewed and revised as needed.