



Policy Name:	Acceptable Use of Technology & Data
Policy Number:	4126
Applicable Code/Law:	RCW 42.52.050, 160 and 180; WAC 292.110.010, RCW 40.14, RCW 42.17

Policy:

The policy of Shoreline Community College District Number Seven (7) is to specify and identify acceptable use regarding use of data, administrative and instructional computing, communications technology, and technology resources. This policy governs the use of all technology and computer resources at the College including, but not limited to computers, smart devices, email, internet access and the use of the College network by either College owned or personal equipment.

The College has the right to access, inspect or monitor any College data, inclusive of electronic records. Employees cannot expect privacy in their use of College technology resources whether that use occurs in the conduct of official duties or is a use made for a purpose other than the conduct of official duties.

Use of the College's technology and computer resources signifies agreement to abide by this policy. This policy is applicable to all staff, students, faculty, visitors, patrons, vendors, contractors, tenants, renters, and/or any external third parties that support Shoreline Community College's educational, administrative, operational, and/or strategic mission.