

**POLICY 4126**

**FACULTY AND STAFF ACCEPTABLE USE POLICY  
FOR INFORMATION TECHNOLOGY RESOURCES**

Shoreline Community College (SCC) provides information technology resources (ITRs) to support the instructional and administrative activities of the institution. The ITRs are intended for the sole use of college faculty, staff and other authorized users. ITRs include but are not limited to host computer systems, web sites, desktop computers and workstations, communications networks, electronic software, electronic hardware, library automation systems, multi-media equipment, electronic data, computer files, video networks, telephones, voice mail, e-mail, and internet resources. Shoreline Community College reserves the right to monitor its information technology resources and to take appropriate action to protect the integrity of its computing systems, workstations, and lab facilities in accordance with existing procedures and any notification requirements. Use of SCC's ITRs, as state resources, does not confer a right to privacy in those resources. Information technology resources will be used according to state laws and guidelines.

Approved and adopted by Board of Trustees . . . . . 5/25/01