

AIMS COMMUNITY COLLEGE POLICY**Administrative Services****Acceptable Use of Information Technology**

The Acceptable Use of Information Technology Policy contains the governing philosophy for regulating faculty, student, staff and community use of the College's computing resources. It applies to all users at all locations regarding the appropriate use of equipment, software, computing and communications networks and data.

Use of the College's network and computing resources are provided to support the purpose, vision, mission and values of the College. The users of College computing resources are responsible for respecting and adhering to local, state, federal and international laws. Users who violate any such laws may be subject to prosecution and/or litigation. The College will fully comply with authorities to provide all information necessary for prosecution and/or litigation. It should be recognized that all public records are open for inspection by any person at reasonable times with the exception of data relating to Family Educational Rights and Privacy Act (FERPA).

The CEO/President will implement and maintain procedures to carry out the intent of this policy.

Revised: **October 2, 2019**
 February 17, 2014
 July 28, 2010

Adopted: **1999**

Responsible Administrator: **College CEO/President**
Administratively renumbered from 3-905