



## *Guidelines/Procedures*

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**SUBJECT:** Use of College Systems

**Guideline/Procedure for AR#:** [3.05.002](#)

**Date Effective:** 03/01/2013

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### **Purpose**

The Use of College Information Resources Guideline applies to Austin Community College (ACC) faculty, staff, and students use of all forms of ACC information resources. This guideline does not supersede any state or federal laws, e.g., Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), or any other college policies regarding confidentiality, information dissemination, or standards of conduct. Users of ACC Information resources must follow appropriate state and federal laws and guidelines when copying, storing or transferring copyrighted material and are subject to legal and administrative sanctions when engaged in illegal or unauthorized activity.

Refer also to:

[AR 4.06.006, Copyright Ownership](#)

[AR 4.02.007, Copyright and Fair Use](#)

[Board Policy D-2, Academic Freedom and Responsibility](#)

### **Guidelines**

#### **User Responsibility**

Use of ACC information resources is a privilege, not a right. As such, abuse of these privileges may result in disciplinary action or revocation of access for violating the conditions in these guidelines. All users of ACC information resources must not disable, impair, or overload performance of any information resource including networks. Additionally, users may not circumvent any measures intended to protect ACC's information resources or violate state or federal laws.

#### **Permitted Use**

ACC information resources encompasses many different systems. Please refer to the Administrative Rules and Guidelines/Procedures below for more clarification.

President/CEO: Richard M. Rhodes Date: 10/17/13

Refer to:

[AR 3.05.006, ACCmail \(Student Only\)](#)

[Guideline/Procedure 3.05.006 ACCmail \(Student Only\)](#)

[Board Policy C-5, Open Communication and Shared Governance](#)

Students Need to Know, [Copyright and Duplication of Course Materials](#)  
[Please view ACC E-mail Use Guidelines](#)

College Administrative Rule 3.01.003, Use of Telecommunications Resources, is located at <http://www.austincc.edu/admrule/3.01.003.htm>.

As an ACC employee, you will be provided a Google Apps for Education account to support your position. This should only be utilized for ACC-related business. Any unprofessional, illegal, or commercial content is prohibited. Additionally, the college understands the necessity of personal communications and employees are allowed incidental use of college resources to access personal accounts.

Faculty and staff should never let another person use their credentials for college provided accounts.

All ACC communication, via electronic methods, are official records and must be used only to conduct ACC related business. All e-mail messages are subject to [ACC rules and policies for retention and deletion](#).

### **Privacy**

1. All users should be aware that all electronic communication using ACC information resources may be subject to open records requests.
2. In addition, employees have no right to privacy with regard to college and/or institutional electronic communications.
3. All electronic communications using ACC information resources are the property of ACC. Thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to state public institution of higher learning records retention.

### **Restrictions**

1. Personal use of ACC information resources should not impede the conduct of ACC business nor be used for any political or monetary interests or gain.
2. Accessing, viewing, downloading, uploading, transmitting, printing, copying, posting, or sharing any racist, sexist, threatening, sexually explicit, obscene or otherwise objectionable material for non-academic purposes is strictly prohibited via visual, textual, or auditory means.
3. Employees must not electronically transmit confidential or sensitive ACC information such as Social Security numbers, birth dates, grades, etc., through non-college information resources such as a personal Internet service provider.
4. Personal use of ACC information resources should not cause the college to incur any direct costs such as server storage and backup of non-business images, music, videos and documents etc., not related to the business of the college.