AGENDA

TAC Meetings convene on the second Wednesday of every month at 2PM.

November 13, 2013
December 11, 2013

- Topics:
  - Virtual-Classrooms with Triton’s Online Learning System (Collaborate Blackboard)

  Testing Phase

  - Smart-Classrooms

Feedback – Next?

- Review for Board Policy Manual items:
  - 3510 Employee E-mail Policy
  - 3511 Appropriate Use of Information Technology Resources
  - 3516 Use of On Campus College Office Equipment
  - 3517.3 Computer Security

  - other
Review for Board Policy Manual items:

BOARD OF TRUSTEES, DISTRICT 504

EMPLOYEE E-MAIL POLICY
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INTRODUCTION

The College recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. This Policy reflects these principles within the context of the College's legal and other obligations.

The College encourages the use of electronic mail. Nonetheless, users of the College's network and e-mail system have no expectation of privacy in use of the network or the e-mail system. The College may deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail and all uses of the Triton College network either by remote sensing or physical inspection of a computer or associated items in the work space when reasonably necessary.

The College also reserves the right to scan for viruses and block e-mail that it believes may pose a threat to system integrity.

OFFICIAL MEANS OF COMMUNICATION

The college considers e-mail an official institutional means of communication. As an official means of communication, the college sends communications to employees with the expectation that employees will read such e-mail in a timely manner. The primary and intended use of College e-mail is for College business. A user may subscribe to newsletters, newsgroups or lists, providing they are within the scope of their job responsibilities.

ASSIGNMENT OF EMPLOYEE E-MAIL ACCOUNTS

A unique e-mail address will be computer generated for each full and part-time employee. It is the responsibility of the employee to activate this account. Adjunct Faculty have the option of accessing a Triton account or providing the College with a preferred e-mail account for official College communication.

EXPECTATIONS REGARDING EMPLOYEE USE OF E-MAIL

It is the responsibility of the employee to access their e-mail account on a regular basis. If an employee does not have a dedicated computer, the college will make every reasonable effort to provide employees with access to a computer within their work area. This computer is to be used specifically for checking and responding to campus e-mail. Employees also have ability to access their e-mail from off campus using the Triton Web-based interface. All users of computers on campus and our web-based interface are subject to the terms, conditions, and expectations of this Policy.

BOARD OF TRUSTEES, DISTRICT 504

COMPUTER SECURITY

POLICY 3517.5
ADOPTED: 1/22/91
AMENDED: 8/23/05

Any access and/or use of the Triton Community College computer systems is restricted to authorized individuals. Any unauthorized access and/or use by any individuals, including trustees, full-time and part-time employees, and the public of the computer systems, computer network, computer programs, computer software, computer supplies, documentation and/or data will be subject to disciplinary action, civil action and/or criminal prosecution.
PURPOSE

Triton College's computer and information network is a continually growing and changing resource supporting thousands of users and systems. These resources are vital for the fulfillment of the academic and business needs of the College community. In order to ensure the necessary services, it is essential that each member of the faculty, staff and students exercise responsible and ethical behavior when using these resources. Any misuse has the potential to disrupt College business and the legitimate academic work of faculty and students.

This policy outlines the application of the principles governing the academic community's appropriate use of College computer and information network resources. This policy ensures the proper use of computing resources consistent with the College's governing principles. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy, and freedom from harassment. Computing and networking resources include: computer, computer networks, connections to external computer networks, telephones, FAX's, laptops, identification cards, the Internet, email, all software applications and subscriptions to external computer services (collectively referred to as information technology or IT resources). Use of any College computing resource constitutes acceptance of this Policy.

SCOPE

This policy applies to all College staff, faculty, administrators, officers, and students (collectively, "Users"), including those on the regional campus and extended learning sites.

POLICY

Triton College IT resources (the "Resources") are provided primarily for the use of students, faculty, and staff. The Resources are intended to be used for administrative and educational purposes and to carry out the College's business. The Resources may also be available to alumni and members of the local community to facilitate communication with students and employees and to access College information resources and the Internet.

Appropriate use of the Resources includes conducting College business, instruction, study assignments, research, communications, and official work of campus organizations and agencies of the College. Access to the Resources is a privilege and requires all users...

Office used equipment throughout the college is for official use only. Use of telephones, fax machines, computers, etc., is restricted to college business. Office equipment shall not be used for personal reasons, either by students or employees.