

SECTION 3: COMPUTER PROCEDURES

IP 3.00 E-Mail Usage

E-mail is considered college property available primarily for college related business. Employees inappropriately using e-mail are subject to corrective action up to and including termination of employment. Employees are reminded that e-mail messages do not always remain private. Accordingly, employees must exercise discretion when using e-mail to communicate sensitive matters.

Reference: BP 3-125 Electronic Communication Procedures

IP 3.01 Computer Hardware/Software Requests

Faculty and staff are not to load programs from a CD or diskette, or download from the Internet any software, shareware, screen savers, games and browser enhancements to the hard drives of their college computers. Because some software interferes with network operations, faculty and staff must notify the NJC Computer Center staff when software needs to be loaded. Employees should notify the Computer Center when they need hardware modifications.

Computer Center requests are completed via the Internet. All NJC staff must fill out the request forms located at the NJC Web site in order to receive assistance related to hardware and software modifications. The Internet connection on the NJC home page at:

<http://www3.njc.edu/requests/default.aspx>

facilitates network requests, or hardware/software requests. The employee fills in the blanks and clicks on the submit button. The request will go to a database and the employee will receive an immediate response indicating that the Computer Center staff has received the request. For more information, contact Cherie Brungardt at ext. 6787.

NOTE: All NJC faculty and staff must have signature approval by the [Director of Information Technology](#) prior to purchasing any hardware or software. This is necessary to make sure that all hardware and software is compatible to the existing servers and LAN networks utilized by the college.

IP 3.02 Use of the Internet

The Internet allows state-of-the-art access to information needed to effectively perform college work. Recreational “surfing” of the Internet, or accessing it for personal use should be reserved to hours outside the staff member’s regular workday. The use of NJC PC’s and/or the Internet for a personal business is prohibited during and outside of the regular workday. Employees should use good judgment concerning content when accessing Internet sites. Employees inappropriately using the Internet will be subject to corrective action up to and including termination of employment.

Reference: BP 3-125 Electronic Communication Procedures

IP 3.03 Web Site Hosting @ NJC

Computer Services provides free Web hosting services for those at Northeastern Junior College who qualify. Each Web site created will be categorized as either Official NJC Web pages or Informal NJC Web pages. Computer Services will provide the WWW server and all functions related to running the server (ex: Security, Disk Space, Data Backups, etc.) Computer Services will not create, modify or install said pages on the provided server. This is the responsibility of each individual department, unit or individual listed as owner/sponsor of the Web site.

View complete document at: <http://sharepoint.njc.edu/compserv/>

IP 3.04 Cellular Phone Usage

It is the intention of Northeastern Junior College to reasonably parallel the System President's Procedure SP 3-125b with an institutional procedure on cellular phone usage and other electronic communication devices. In conducting College business, employees sometimes find it necessary to use a cellular (cell) phone. This procedure acknowledges that the use of cellular phones while driving pose a risk to the college employee and/or others. The following procedure shall govern the use of cell phones by employees when conducting business for the College.

Availability of Cell Phones:

- A. Employees that have need of a cell phone regularly may request that a cell phone be assigned to them. The employee must obtain written approval from their Department Chair or Vice-President, who verifies that the phone is necessary.
- B. The College maintains several cell phones that may be checked out for use while an employee is traveling on College business.
- C. Loaning of phones and assignment of phones is subject to availability and approval as determined by NJC's cell phone administrator.
- D. Periodically, the cell phone administrator will evaluate which employees need to have a cell phone. For employees who have jobs that require them to have access only on an occasional basis, loaner phones will be provided by the College.

Employee's Responsibilities

When using a cellular phone for or during official college business, the employee agrees to:

- A. Use the phone to conduct state business with only limited and incidental personal use.
- B. Follow any applicable state or local laws governing the use of cell phones while driving.
- C. The use of state or personal cellular phones while driving is discouraged as well as the use of any electronic communication device that might create a distraction (e.g. personal digital assistant, laptop, pager, etc.). If the employee finds it necessary to make a cell phone call while driving, employees are to stop the vehicle in a safe place. This includes stopping the car in a safe place while dialing, looking up a number, taking notes, or performing any other task that interferes with driving. If the employee is stuck in traffic and needs to make a call, the number should be dialed in short sequences when not moving and make maximum use of the memory dial and auto redial features of the phone. Conversations should end when encountering hazardous driving conditions or if the conversation turns stressful or emotional.

When answering a cell phone call, an employee is to pull off the road, as soon as it is safe to do so, to continue a conversation after the call has been answered.

- D. Reimburse the state for all costs associated with personal use by attaching a check to the cell phone bill when it is presented by the cell phone administrator for payment.
- E. Safeguard the phone. Replace phone if lost or stolen. If lost or stolen, report immediately, but employee may be held responsible for calls made while missing.
- F. All repairs, batteries, and new phone requests will be coordinated through the cell phone administrator.

Reference: BP 3-125 Electronic Communication Policy; SP 3-125b Cellular Phone Usage Procedure