PoliciesNote: For employee, student, and community use of College District technology resources, see CR. For information security, see CS.

Technology Resources

For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.

Availability of Access

Access to the College District's technology resources, including the internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the College District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District; and
2. Does not unduly burden the College District's technology resources.

Acceptable Use

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District's technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

Monitored Use

Electronic mail transmissions and other use of the College District's technology resources by a Board member shall not be considered private. The College President or designee shall be authorized to monitor the College District's technology resources at any time to ensure appropriate use.

Disclaimer of Liability

The College District shall not be liable for a Board member's inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for ensuring the availability of the College District's technology resources or the accuracy, appropriateness, or usability of any information found on the internet.

Records Retention

A Board member shall retain electronic records, whether created or maintained using the College District's technology resources or using personal technology resources, in accordance with the College District's record management program. [See BBE, CIA, and GCB]

Board Communications

A communications plan between the members of the Board and College President should be approved annually. The Plan can include communication protocols, meeting and reporting structure,

confidentiality expectations, feedback and evaluation, and required time for review and responses.

Board members shall make every effort to respond to College-related correspondence within 72 hours.

Board members ~~should~~ shall receive a proposed calendar of all regular meetings on an annual basis that is subject to change. Included in the calendar should be the deadline for submission of agenda items based upon Board Policy and Board Operating Procedures, which should reflect the same deadline.