

Acceptable Use Policy	Policy Number	8.3
	Effective Date	

1.0 PURPOSE


It is the policy of the Board of Trustees of Laramie County Community College (LCCC) to ensure orderly operations, provide a positive work and learning environment, and promote an environment which fosters mutual respect and professionalism. To that end LCCC will establish reasonable standards of conduct and expects employees, students, and other members of the College community to follow those standards. These codes of conduct apply to the electronic environment just as they do in all other College settings. The Board believes in proactive development of the College’s employees to aid in their growth and ability to perform the needed functions of their respective positions. The Board recognizes that at times corrective action and management is required to ensure employees, students and community members using College resources have clear expectations for their performance and behaviors. This Acceptable Use policy supplements these existing standards by describing special rights and responsibilities that apply particularly to the information-technology environment. It is the desire of the Board of Trustees of Laramie County Community College to ensure high quality, secure, and compliant electronic resources that are available for the many endeavors of the College and its constituents.

2.0 REVISION HISTORY

Adopted on:

3.0 PERSONS AFFECTED

This procedure applies to all persons including without limitation: The Board of Trustees, employees, students, guests, and all other individuals and entities affiliated with Laramie County Community College (referred to in this procedure as “users”) who access or use the College's E-Resources. Laramie County Community College encompasses Cheyenne Campus, Albany County Campus, Pine Bluff Outreach, and LCCC’s presence on Warren Air Force Base.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Information Technology Governance Committee Chad Marley, Chief Technology Officer	2/14/17
Ratified by College Council	College Council Co-chair Jeri Griego	3/20/17
Recommended by President (Signature)		3/20/17
Approval by Trustees (Signature)		