



Pima County Community College District Administrative Procedure

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| <i>AP Title:</i> | Acceptable Use of Information Technology Resources |
| <i>AP Number:</i> | AP 9.01.01 |
| <i>Adoption Date:</i> | 11/13/06 |
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| <i>Sponsoring Unit/Department:</i> | Information Technology |
| <i>Policy Title(s) & No(s).:</i> | Information Technology Resource Management, BP 9.01 |
| <i>Legal Reference:</i> | |
| <i>Cross Reference:</i> | |

PURPOSE

The purpose of this Administrative Procedure (“AP”) is to define and authorize the process of creating and enforcing Acceptable Use Standards for Pima Community College (“College”) information technology (“IT”) resources. This AP applies to all College employees, students, visitors, volunteers, and any other authorized users of College IT resources.

SECTION 1: Definitions

“Cloud Services” shall mean such service models as defined within NIST SP800-145, further included within FedRAMP v.4.2 at p.3 as part of the College’s Information Technology Resources.

“College IT Resources” include all computer and network systems, software, hardware, services, mobile devices, and audiovisual equipment, and Cloud

Services owned and operated by, or operated for, the College and/or connected to College equipment.

SECTION 2: Acceptable Use Agreement

2.1 For All Users of College IT Resources

2.1.1 The Assistant Vice Chancellor for Information Technology is responsible for creating and disseminating an Acceptable Use Agreement (“Agreement”) applicable to all users of College IT Resources, including, but not limited to, all College employees, students, volunteers, visitors, and community members.

2.1.2 The Agreement shall specify that any and all individuals who access, connect to, or otherwise utilize College IT Resources shall be deemed to have read, understood, and agreed to abide by the terms of the Agreement.

2.1.3 The Agreement shall be reviewed and updated as necessary not less than every three (3) years, and more frequently as needed, by the Assistant Vice Chancellor for Information Technology.

2.2 Signature Required for College Employees

2.2.1 All new College employees must sign a hardcopy of the Agreement before they are given access to College IT Resources. Each employee’s signed Agreement, shall be kept on file with the College’s Human Resources Office.

2.2.2 The College’s Assistant vice Chancellor for Human Resources (Chief Human Resources Officer) is responsible for ensuring employees sign the Agreement, as well as for maintaining records of signed Agreements and taking appropriate action in the event employees fail to sign the Agreement, including, but not limited to, informing the Assistant Vice Chancellor for Information Technology.