

POLICIES AND PROCEDURES MANUAL

TITLE	Access to Information Systems and Electronic Communications
LEGAL AUTHORITY	President and Cabinet
DATE APPROVED	February 3, 2000

Ownership

All electronic systems, hardware, software, temporary or permanent files and any related systems or devices used in the transmission, receipt or storage of electronic communications are the property of Lawson State Community College. Electronic communications are considered to be Institution property and may be retrieved from storage even though the sender and receiver have deleted them. These electronic communications may be used in disciplinary proceedings.

Supervisors have the authority to inspect the contents of any equipment, files, calendars or electronic communications of their subordinates in the normal course of their supervisory responsibilities. Stored electronic communications shall be extracted when requested to do so by authorized supervisory personnel. Reasons for review include, but are not limited to, system hardware or software problems, general system failure, regular system maintenance, a lawsuit against the Institution, suspicion of a crime or violation of policy, or a need to perform work or provide a service when the employee is unavailable.

Confidential Information

Alabama law requires that all employees protect the integrity of the institution's confidential information as well as the confidentiality of others.

Violations

Violations of these regulations can result in disciplinary action up to and including termination. All electronic communications are subject to all state and federal laws and rules that may apply to the use of electronic communications. In addition, violations of this policy or misuse of the electronic communications system, which are of a criminal nature, may be referred for criminal prosecution.