

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Educational Services           600.0000.86  
SUBSECTION: Information Technology   630.0000.00

*Computer-Based Communication*  
**Policy Number: 630.0200.96**

**POLICY**

This policy applies to all members of the College community and refers to all computer-based communication of the College as well as the parameters.

Individual departments and administrative units may define additional "parameters of use" for computer-based communication under their supervision. Any such additional parameter must be consistent with this overall policy but may include more detailed guidelines and, where necessary and appropriate, additional restrictions, as formulated by the President

Any user of the computer-based communication software and equipment whose actions involving communication violate this policy, or any College policy or regulation, may be subject to limitations or elimination of computer-based communication privileges as well as other disciplinary actions.

**Access**

It is the College's intent to provide basic, network-connected computer-based communication facilities for the on and off campus use of faculty, students, and appropriate staff.

**Confidentiality/Privacy**

The College is not a publisher of the material which becomes the subject of computer-based communication and it cannot guarantee the privacy or confidentiality of any computer-based communication. Therefore, the College requires that all users of computer-based communication, using College equipment and software, refrain from sending or receiving confidential, or private information as a routine procedure. The College reserves the right to inspect, copy, store, and disclose the contents of computer-based communication at any time. However, it will do so only when it believes it is appropriate to prevent or correct improper use, satisfy a legal obligation, or insure proper operation of the electronic facilities. There is no expectancy and/or assurance of privacy for information sent, received, or stored on College computer-based systems, other than the College's internal computer-based record keeping system.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1996

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**