

Procedure 2030 – PR(1): Technology Resource Standards – Network Resource

Guidelines Original Adoption Date: August 20th 2025

Status: Approved

The CEO or personnel designated by the CEO shall be authorized to:

1. Provide network resource access; and
2. Provide directives concerning the use of SCCPCCD computer equipment, programs, and accounts, including access to the Internet and Intranet by use of such equipment, programs, or accounts.

This regulation addresses access to all legally licensed programs and information contained on all SCCPCCD-owned computers, including network resources, and/or all accounts or permissions that grant access to such information. It also applies to remote Internet access from off-campus as well as on-campus wired and wireless network access.

Network resource access may be permitted for currently enrolled students, employees, and approved guests.

The following conditions shall apply to all network resource access:

- Network resource access from off-campus shall be via approved technologies.
- Network resource access shall not be available during system backups, report processing, maintenance, etc.
- Network resource access shall be terminated for those who abuse the privilege of using the resources. Any form of harassment, acts of a malicious nature, harm to any computer systems or information, or other acts that indicate the user is not acting in good faith and demonstrating good citizenship shall be considered abuse and will result in administrative action to terminate access privileges and may also result in civil or criminal penalties.

The following conditions shall additionally apply to student access:

- Students enrolled in the current semester and owning laptop, tablets, cell phones, or other personal computing devices equipped with the appropriate wireless network card may connect to campus wireless. Student users will be subject to SCCPCCD's Technology Resource Standards Policy and Information Technology Acceptable Use procedure.
- All other students can access network resources at student-designated SCCPCCD computers.

The following conditions shall additionally apply to employee access:

- An employee whose position responsibilities require network resource access will normally be granted such access automatically. Employee access to non-public portions of the Intranet must

have prior approval of the proper database administrator. All such access privileges will be terminated upon leaving SCCPCCD employment.

- Current employees shall be granted off-campus Internet access by request through the District Information Technology manager. Employee off-campus Internet access shall be terminated upon leaving SCCPCCD employment.
- Current employees owning laptop, tablets, cell phones, or other personal computing devices equipped with the appropriate wireless network card may connect to campus wireless. Employees will be subject to SCCPCCD's Technology Resource Standards Policy and Information Technology Acceptable Use procedure; they will receive the necessary information enabling them to connect to campus wireless hotspots. Additionally, employees remain subject to Policy 5010, Employee Guidelines and Duties, which describes standards of professional conduct.

Any deviations from Network Resource Guidelines must be approved by the President or personnel designated by the CEO.