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ADMINISTRATIVE POLICY TYPE: ADMINISTRATION

POLICY TITLE: Acceptable Use of Computers and Electronic Devices

Purpose

The use of computers and other electronic devices (e.g. desktop computers, laptops, tablets, cell phones) is a privilege provided by Fox Valley Technical College to support employment consistent with business objectives and to promote the interests of the College.

FVTC information technology resources, including College-owned equipment on and off campus facilities, computers attached to the network, and any associated resource or service are for the use of persons affiliated with the College, including faculty, staff, and students in good standing. Information technology resources are provided to further FVTC's mission of providing high-quality education and training that supports student goals, a skilled workforce and the economic vitality of our communities. The use of these resources should be consistent with this mission, this policy, other use, and security policies, and other applicable regulations. Computer resources may be used for personal use to the extent that personal usage does not interfere with assigned responsibilities. By using FVTC technology, all individuals, including, but not limited to, employees, students, customers, volunteers, and third parties, unconditionally accept the terms of this policy.

Acceptable use of FVTC information technology resources is based on common sense, decency, ethics, civility, and security applied to the computing environment. Authorized users may expect reasonable privacy with regard to all computer files and email. However, authorized personnel may access College-owned or networked computers, accounts, and data transmissions for maintenance and upgrades and to monitor or troubleshoot networks for related security, network audits, investigations, and/or legal requirements. If there is reasonable suspicion of misuse, accounts and transmissions may be accessed for investigative purposes when authorized by all three of the following positions: the Executive Team member responsible for the unit, the Vice President of Administrative Services, and the Vice President for Information Technology Services. Security analysis and maintenance systems whose purpose is to identify unauthorized use of a system may be used to monitor computer use. All data stored on FVTC systems is considered College property and is subject to review.

Any actions that compromise the integrity of the College, data facilities, networks, services, or resources are strictly prohibited. Examples of unacceptable uses include, but are not limited to, the following:

- Using the resources for any purpose that violates federal or state laws.
- Using the resources for commercial, sales, and advertising purposes without proper authorization.
- Using excessive data storage or network bandwidth or transferring unusually large or numerous files or messages.
- Sending or storing for retrieval harassing, intimidating, or abusive material.
- Misrepresenting your identity or affiliation while using information technology resources.
- Using someone else's identity and password for access to information technology resources, logging others into the network to access information technology resources, or

using the network to make unauthorized entry to other computational, information, or communications devices or resources.

- Accessing or forwarding material that, in FVTC's evaluation, is obscene, defamatory, or constitutes a threat, including pornographic material.
- Attempting to evade, disable, or "crack" passwords or other security provisions of systems on the network.
- Reproducing and/or distributing material protected by copyright, trademark, trade secret, or other intellectual property without appropriate authorization.
- Copying or modifying files belonging to others or to FVTC without authorization, including altering data, introducing or propagating viruses or worms, or simply damaging files.
- Using the resources for political activities, including organizing or participating in any political meeting, rally, demonstration, soliciting contributions or votes, distributing material, surveying or polling for information connected to a political campaign, completing political surveys or polling information, and any other activities prohibited under the ethics act and/or other state/federal laws.
- Purposefully interfering with or disrupting another information technology user's work as well as the proper function of information processing and network services or equipment.
- Use of personal social networking sites to an extent or during time periods that would interfere with professional responsibilities unless associated with professional responsibilities.
- Intercepting or altering transmitted information.

These principles and guidelines are extended to networks and information technology resources outside of the College accessed via the Internet. Networks or information technology resource providers outside of the College may, in turn, impose additional conditions of appropriate use, which the user is responsible to observe when using those resources. Certain violations of this acceptable use policy may be reported to external agencies or law enforcement for investigation.

In a case where unacceptable use severely impacts performance or security, in order to sustain reasonable performance and security, Information Technology Services will immediately suspend an individual's access privileges.

Disciplinary Action

Exceptions to this policy must have prior authorization from the President or his/her designee. Any violations of this policy may result in disciplinary action up to and including termination of employment.

Adopted: 05/23/88

Reviewed: 04/02/15

Revised: 05/22/15

ADMINISTRATIVE POLICY TYPE: ADMINISTRATION
POLICY TITLE: Administrative Policy Creation Guidelines

The president is authorized by the Board of Trustees to establish and implement administrative policies and procedures. Such policies and procedures will comply with the provisions of Chapter 38 *Wis. Stats.*, WTCS Board policies, and any and all other state and federal laws and regulations.

- When articulating policy, the administration will strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- The president will establish and maintain an orderly plan of preserving and making accessible administrative policies to all students, staff, and interested citizens.
- Staff may initiate development of new administrative policies or revisions of existing administrative policies through established administrative channels. (See *FVTC Administrative Policy Flowchart* included within.)

Related Policies:
Board Policy I.D

Adopted: 05/23/88

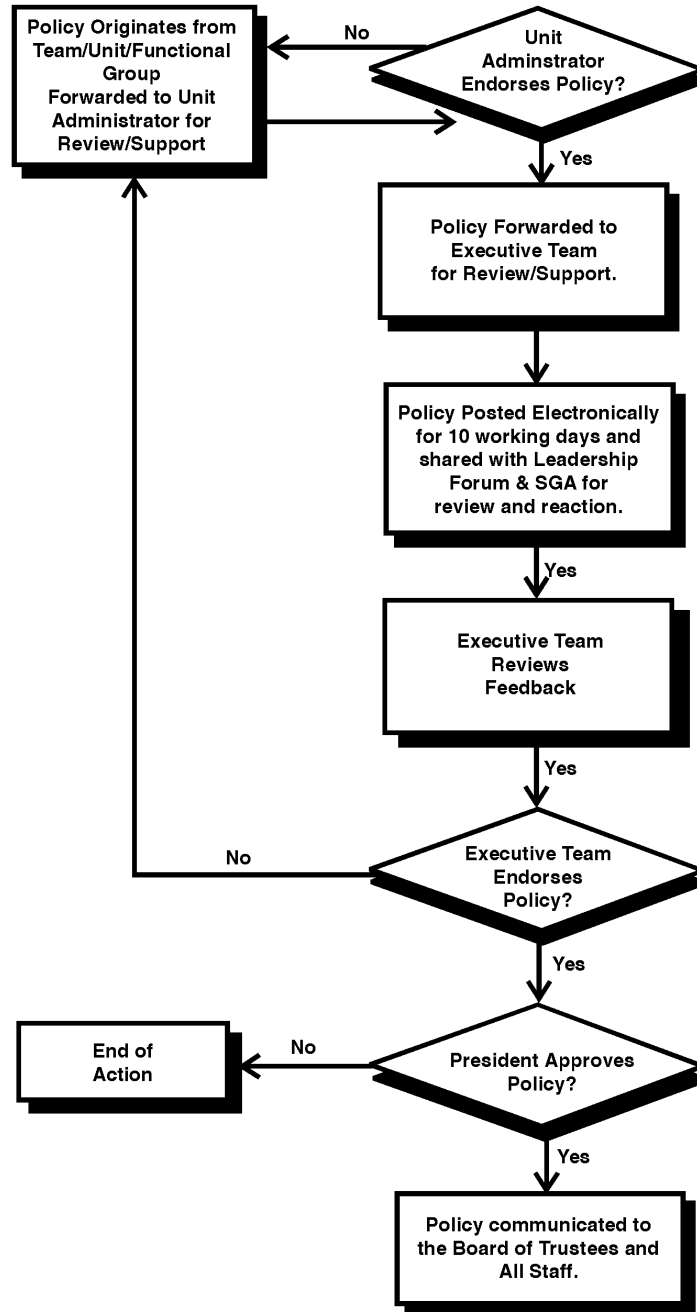
Reorganized: 06/24/97

Reviewed: 04/17/13

Revised: 06/07/13

FVTC Administrative Policy Flowchart

For New Policy/Major Revision of Existing Policy



Adopted: 07/14/80
 Reorganized: 06/24/97
 Reviewed: 06/19/08
 Revised: 06/19/08

ADMINISTRATIVE POLICY TYPE: ADMINISTRATION
POLICY TITLE: College Web Presence and Content Removal

Fox Valley Technical College's official website is designated at the following URL: <http://www.fvtc.edu> and is hosted by FVTC's Information Technology Services Department. Content on the College's website is owned, maintained, and updated by the College in accordance with this policy.

FVTC's Web Council facilitates and champions the development and use of the College's official website as the definitive information and marketing resource for the purpose of generating business. The Council sets policy on the design, organization, use, and governance of the College's website.

The College's Marketing Services and Information Technology Services Departments, with oversight from the Web Council, will serve as the primary authorities for the official website and web application creation, maintenance, and administration.

College departments are responsible for ensuring the accuracy and timeliness of information related to their programs and services.

Official College-related information and marketing tools must reside within the fvtc.edu domain. Creation of separate domains and web content must be approved by the College's executive team after evaluation by the Web Council.

All FVTC owned sites will be monitored for unacceptable content as described in this policy. FVTC has the sole authority in determining whether content is acceptable for posting or not. The following policy guidelines shall be followed in making determinations on whether to remove any content from College sites.

I. Unacceptable Content

- a. ***Defamatory Content.*** A defamatory statement is a false statement concerning a third party that is communicated or published to a third party and harms the party about which the false statement was made. In other words, if person A posts a false statement about person B on a Company Site and that statement harms Person B, person A may be liable for defamation by person B. Defamatory content is prohibited on FVTC owned sites.
- b. ***Intellectual Property Infringement.*** Intellectual property is material owned by a third party that is subject to trademark, copyright or is a protected trade secret.
- c. ***Privacy and Right of Publicity.*** Users shall not post personally identifiable information or information that would violate another's right to privacy or right of publicity.
- d. ***Inaccurate, False, or Otherwise Unacceptable Content.*** In addition to defamatory content or content that may infringe intellectual property rights, FVTC shall remove any content found to be inaccurate, false, or otherwise unacceptable for posting on FVTC owned sites.

II. **Removal of Unacceptable Content**

- a. Upon becoming aware of any unacceptable content, the College will take steps to review and, if appropriate, remove such content from FVTC sites in a timely manner. Unacceptable content will be removed in its entirety and under no circumstances will the content be revised or otherwise edited. When possible, the user responsible for the posting of unacceptable content will receive notice of the removal and the reason for such removal.

Adopted: 05/23/06

Reviewed: 04/22/15

Revised: 5/13/15

ADMINISTRATIVE POLICY TYPE: ADMINISTRATION
POLICY TITLE: Media Relations

The administration encourages open relations with the news media in the community and state. It is in the interest of both the district and the citizens/taxpayers that there is free and open communications at all times with news media.

The public information specialist will coordinate communications (i.e., district news releases) with the news media.

Emergency News

It is the policy of FVTC to cooperate with news media when there is an emergency (or crisis situation) on district property. This includes fires, severe environmental damage, explosions, death, bodily injury requiring outside medical assistance or hospitalization, flooding, tornado damage, etc.

Events of this nature are considered matters of public interest, and it is the obligation of FVTC to provide a rapid, accurate explanation of what has happened.

The president or his/her designee shall be the spokesperson for the district in the event of an emergency. The public information specialist shall assume this duty as assigned.

In the event there are injuries or fatalities, the spokesperson will **NOT** release the names of those involved until the next of kin have been notified and will **NOT** speculate on the causes of an emergency. If appropriate, the spokesperson will inform the news media that an investigation will be conducted, with information provided upon completion.

Adopted: 04/23/09

Reorganized: xx/xx/xx

Reviewed: xx/xx/xx

Revised: xx/xx/xx

ADMINISTRATIVE POLICY TYPE: ADMINISTRATION
POLICY TITLE: Public Records

The release of public records and cost or fees thereof, will be in accordance with Wisconsin Statutes, Chapter 19, Subchapter II, Public Records and Property. Access to student records is further limited by the Family Education Rights and Privacy Act. Other state and federal laws may also be considered when responding to requests under this policy.

Consistent with applicable state and federal law, any requestor has a right to inspect records that are considered to be in the interest of the public. The president of the college is the official legal custodian of the district records. It is the general policy of the College that the official legal custodian will not respond to oral requests for records of the College, and, therefore, all requests for any records of the College must be submitted in writing to the official legal custodian and directed or referred to the Office of the President. The legal custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the determination to deny the request in whole or in part and the reasons thereof.

The College shall determine the method used for reproduction and/or copying. Fees may be imposed; however, fees may not exceed the actual, necessary and direct cost of location, reproduction and transcription, and mailing and shipping of records unless otherwise specifically established by law. Prepayment may be required.

Adopted: 11/16/82
Reviewed: 03/18/15
Revised: 03/18/15

ADMINISTRATIVE POLICY TYPE: ADMINISTRATIVE
POLICY TITLE: Records Retention

Fox Valley Technical College will comply with current record keeping laws and policies as outlined by the Wisconsin Public Records Board.

Records retention is the systematic control of records, in whatever form they exist, throughout their life cycle. The lifecycle (creation, use, storage, protection, and disposal) of the College's records must be managed according to the College's Records Retention Schedule as approved by the Wisconsin Public Records Board.

College employees shall review and maintain organization records based on the FVTC Records Retention Schedules. The review of all records under the control of a specific area is essential. The College Records Coordinator has overall responsibility for the records retention system, schedules, processes, and procedures. The Department/Division Records Coordinators are responsible for following the appropriate records retention process and schedules for their respective department/division.

Adopted: 9/7/15

Reviewed: 8/20/15

Revised: 8/20/15

ADMINISTRATIVE POLICY TYPE: ADMINISTRATION
POLICY TITLE: Research Proposal Review

Fox Valley Technical College's Institutional Review Board reviews research proposals to be conducted at the college by faculty, staff, or by external requestors in order to insure that all required safeguards of the rights of research participants are met. This review is intended to minimize the risk of negative consequences to participants and reduce any potential liability incurred by the researcher or the college. All studies must be mindful of the rights of individuals and be conducted according to standards established by the U.S. Department of Health and Human Services (DHHS) in 45 CFR 46.

Research includes any activity that obtains generalizable data or obtains data for any purpose other than measurement of student performance for the student's benefit. Examples of research that might require review for human subject compliance include:

- Activities intended to provide material for presenting at a professional meeting or conference
- Activities that provide a benefit to the instructor that is independent of the interests of the student, such as gathering data for use in a paper or thesis
- Activities conducted at the request of a third party in exchange for some compensation, monetary, service or otherwise.

Failure to obtain Institutional Review Board approval prior to undertaking any research activity is a violation of FVTC policy and, in most cases, will release FVTC from any indirect liability otherwise incurred. In these cases, the researcher would be solely responsible for any liability.

The FVTC Institutional Review Board, chaired by the Director of College Effectiveness, has a minimum of five members who have background in academic research, preferably at the doctoral level. The review of proposed research requires the researcher to provide evidence of:

- Departmental/division leadership approval where staff and or students will be the focus of the proposed research including:
 - Identification of commitment of time or other resources
 - The extent to which the research activity interrupts the teaching/learning/working environment of the college
- Research review including protection of human subjects by the researcher's institution of higher learning IRB
- Informed consent of human subjects for non-exempt areas
- Protection of confidentiality for research participants to assure that individual student or staff information cannot be identified and is destroyed upon completed of the research.

Questions and assistance regarding proposed research can be directed to the Director of College Effectiveness.

Adopted: 07/11/07
Reviewed: 06/16/09
Revised: xx/xx/xx

ADMINISTRATIVE POLICY TYPE: ADMINISTRATION
POLICY TITLE: Social Media

Introduction

Fox Valley Technical College respects the free speech rights of its employees. However, employees may be seen by others as representing official college views when participating in social media (blogs, chat rooms, and online social networks such as Facebook, LinkedIn, Twitter, etc.). As with all Internet and e-mail-related activity, it is FVTC's right to lawfully monitor employees' use of social media to protect the College's legitimate business interests. Employees have no expectation of privacy in any activity in which they engage on social media.

Employees are expected to use good judgment and discretion when using social media. Conduct that would not be acceptable in the workplace is not acceptable online. The same College policies and practices that apply to employee activities in general, apply to employee online activities.

FVTC has well established means to communicate with employees, students, customers, vendors and the media, including social media. Only those individuals officially designated by FVTC have the authorization to speak on behalf of the College to these audiences.

Please refer to the [Acceptable Use of Computers and Electronic Media Policy](#) for more related information.

Policy

1. As stated in the Acceptable Use of Electronic Media Policy, FVTC computers and employee work time are to be used for college-related business. Personal sites should be maintained on employee's own time using non-college computers. Limited, occasional, or incidental use of social media for nonbusiness purposes and which does not interfere with the employee's job responsibilities, is not disruptive to coworkers, and which is otherwise consistent with FVTC policies is permitted. As with email, all blogs, tweets, and status updates should be considered publicly accessible. Such information can easily reach unintended audiences and may permanently remain in the public domain.
2. If an employee identifies his or herself as an FVTC employee, anything stated or posted using social media may be interpreted as representing the official view of FVTC. Even if the employee does not identify his or herself, if others are aware of the person's employment status, they may interpret what you say as "official" communication. Employees may not speak on behalf of FVTC without specific authorization. Unless an employee has been specifically authorized to provide official information, he or she should include a disclaimer stating that the views are not those of FVTC.
Example: The posts on this site, including but not limited to images, links, and comments left by readers, do not necessarily represent FVTC's views or positions.
2. Intellectual property such as logos, trademarks, and instructional materials of FVTC may not be used without specific authorization.
3. It is unacceptable to communicate or post information that defames the College, its employees, students, and customers/vendors, or casts FVTC in a negative light. The College trusts and expects its employees to use good ethical judgment and discretion

whenever they participate in social media activities, appropriate to the professional responsibilities of an employee's position. Never post using another person's identity as such posts along with anonymous posts can be tracked back to the author. Employees are legally liable on their own social media sites and those of others.

4. All communications and posts must adhere to FVTC's [Code of Ethics/Conflict of Interest Policy](#), and the [Acceptable Use of Computers and Electronic Media Policy](#), and the legal requirements of [FERPA](#) and [HIPAA](#).

Disciplinary Action

If you view something you believe is in violation of this policy, please contact your manager or Human Resources.

Any violations of this policy may result in disciplinary action up to and including termination of employment to the extent allowed by law.

Adopted: 02/22/12

Reorganized: 02/22/12

Reviewed: 01/30/12

Revised: 02/22/12