Orangeburg-Calhoun Technical College
Statement of Policy

Title: Information Technology Services

Department of
Responsibility: Information Technology

Authorization:

________________________________
Area Commission Chairman   President

Date Approved: March 15, 1994  Last Revised: November 18, 2014

Orangeburg-Calhoun Technical College will provide information technology services for administrative and academic needs in support of its mission as a technical college. The College expects all employees to use these resources in a legal, ethical, professional, and responsible manner. The college encourages the use of information technology for the advancement of student learning. This policy acknowledges academic freedom in the use of information technology and adheres to state policy on Academic Freedom and Responsibility (3-1-100). The College adheres to all local, state, federal and international laws relating to the use and misuse of information technology resources. The College prohibits unauthorized access to or use of its information technology resources. The College takes measures to protect the security of its information technology resources but cannot guarantee the absolute security and privacy of any information technology resource.

I. Network & Servers

The College will provide a secure network with adequate processing, storage, backup and network bandwidth to support all academic and administrative functions. The college network, servers, software, and related infrastructure are reviewed annually.

II. Personal Computers (PCs), Printers, Presentation Systems

A. Instruction:

1. An adequate number of appropriately equipped computers and printers will be available for each course requiring the use of these devices. The College also provides presentation systems in most of its classrooms as well as other IT equipment and software.

2. The Library provides computers for general use by all students.
B. Faculty and Staff:

1. Every faculty member will have access to a computer. The computer(s) will have appropriate power and software, and will be connected to the College network. Adjunct faculty will be provided the same resources when possible.

2. Staff members whose job requires use of a computer will be provided one.

III. Resource Allocation:

The College’s IT Director, in conjunction with the Executive Staff, maintains an IT Plan. This IT Plan includes the process for purchasing and reallocating IT resources on campus.

IV. Data Security

The college will comply with the policies and procedures developed by the SC Budget and Control Board’s Division of Information Security. This is a new agency created in 2013 to assist state agencies with data protection and privacy, business continuity, security awareness, asset management, etc.

As part of the requirements from the state, the College has created a Security Team, meeting monthly to work on potential policies, procedures, and the discussion of security-related matters. The College has also implemented end user training developed by the SANS Institute and recommended by the Division of Information Security for all state employees. The Human Resource office is responsible for ensuring all required employees have completed the necessary training in a timely manner.

V. Acceptable Use

The College has an Acceptable Use document which provides guidelines on the administration of the College’s information resources and their appropriate use. The College requires all employees to read the Acceptable Use document as part of the end user training (referred to in the section above on Data Security). This document is reviewed annually. Violations of this document could result in disciplinary action, up to and including termination.
VI. Internet Access

OCtech does not condone, allow, or approve of access to inappropriate material from the internet. Details concerning the accessing and usage of the internet through College devices or the College network are included in the Acceptable Use document.