

4.2.5 Information and Information Technology Responsible Use Policy

This policy applies to the entire KCTCS community of students, employees (both faculty and staff), affiliates, and authorized guests. **KCTCS requires all individuals to responsibly use information and the information technology employed to collect, process, store, and disseminate it. Acceptance of this policy shall be acknowledged before being allowed access to KCTCS information technology.**

This policy complies with other KCTCS policies and procedures, particularly policies related to ensuring a harassment-free, discrimination-free, respectful, and professional education/work environment.

Information is data about people, objects, and events, as well as derivations of these data. Information may be text, sounds, and images in electronic form, as well as on paper and other tangible media. Information shall be subject to appropriate and consistent protection, whether in transit, stored in a shared server, cloud storage, workstation, laptop, personal digital device, file cabinet, or wastebasket, copier, fax, database, or other possible locations.

Information created using KCTCS information technology is an asset of KCTCS. The information includes confidential and restricted information as well as public information.

Information technology (IT) is the application of computers and telecommunications equipment to store, retrieve, transmit and manipulate data. KCTCS information technology includes all hardware, software, and communication networks that KCTCS owns, leases, or has been assigned control. It also includes non-KCTCS hardware and software while it is connected to the KCTCS communication network or to other KCTCS information technology.

4.2.5.1 Categories of Responsible Use of Information and Information Technology

Derived from the values held by KCTCS, there are five categories of responsible use: Privacy, Lawfulness, Integrity of Information and Information Technology, Improper Use of Information and Information Technology, and Courtesy.

Privacy

KCTCS requires faculty, staff and students to ensure the privacy of personal information. Violating or disregarding an individual's right to privacy is a violation of this policy.

KCTCS technology and information technology user account information, including but not limited to user passwords, may not be transferred to or shared with another without explicit written authorization by the KCTCS Legal Services in consultation with KCTCS Vice-President responsible for Technology Solutions.

Lawfulness

KCTCS requires individuals to obey laws related to information and information technology.

Integrity of Information and Information Technology

KCTCS requires individuals to ensure the integrity of the information and information technology.

Improper Use of Information and Information Technology Resources

KCTCS requires individuals to utilize information and information technology resources for business and educational related purposes only.

Courtesy

KCTCS requires individuals to use information technology in a manner consistent with maintaining optimal professional and respectful work and study environments.

4.2.5.2 Confidential and Restricted Information

A specific focus of this policy is placed on confidential and restricted information, since KCTCS values the privacy of the individual. Within the central repositories, each data item or dataset shall be categorized to ensure that sensitive information is limited to those who have a legitimate educational or KCTCS business-related purpose to use it.

KCTCS requires individuals to safeguard confidential and restricted information from irresponsible use. Confidential information, the highest level of sensitivity, is defined as information that could cause substantial damage to or liability for KCTCS if treated irresponsibly. Restricted information is defined by the need for special safeguards beyond that taken for public information. Public information, the lowest level of sensitivity, may be released according to rules, guidelines, and definitions developed to safeguard the information entrusted to KCTCS. All information in this policy includes the secure transmission and disposal of information or information technology.

All forms of recorded information and access to that information: written, oral, and visual, regardless of the media, including paper and electronic, shall be safeguarded. The external distribution of confidential and restricted information regardless of the media, including electronic and paper, shall be limited. Safeguarded precautions shall be utilized when providing information in electronic form or other media.

4.2.5.3 Information and Information Technology Responsible Use Compliance

Employees shall complete and sign a compliance agreement in which he/she agrees to comply with the *Information and Information Technology Responsible Use Policy*.

The compliance agreement shall be available for electronic, as well as handwritten, signature. Other accommodations shall be made for special needs pursuant to state and federal law.