

Collin College Technology Services (CC-TS) Electronic Communication – Information Security Procedure (ISP):

PURPOSE:

Electronic communication is the transfer of text, HTML, images, or data through a computer, cell phone, tablet, PDA, or any other communication device. This includes email, instant messaging, texting, web pages, blogs, and forums.

Collin College (CC) electronic communication services support the educational and administrative activities of the College and serve as a means of official communication by and between users and CC. This ISP aims to ensure that these critical services remain available and reliable and are used for purposes appropriate to the College's mission.

This procedure is recognized to establish prudent and acceptable practices regarding electronic communication and to educate individuals using it with respect to their responsibilities associated with such use.

SCOPE:

This procedure applies to all members of the CC community who are entitled to electronic communications for sending, receiving, or storing electronic messages.

STATEMENT:

Under the Information Resources Management Act (Texas Government Code, Title 10, Subtitle B, chapter 2054), information technology resources are strategic assets of the State of Texas that must be managed as valuable state resources.

CC provides electronic communication services to faculty, staff, students, and other affiliated or designated classes of individuals. The use of CC electronic communication services must be consistent with CC's educational goals and comply with local, state, and federal laws, college policies, and standards.

Communications via CC electronic systems are the property of CC, and management maintains the right to access them when necessary. All user activity on CC information technology resource assets is subject to logging, review, and open records requests.

All electronic communication activities must comply with the CC Acceptable Use Standards.

The following activities are prohibited as specified by the Texas Department of Information Resources in response to TAC §202 requirements:

- Sending electronic communication that is intimidating or harassing.
- Using electronic communication to transmit or receive material that may be offensive, indecent, or obscene.

- Using electronic communication for conducting personal business.
- Using electronic communication for purposes of political lobbying or campaigning.
- Violating copyright laws by inappropriately distributing protected works.
- Posing as anyone other than oneself when sending electronic communication, except when authorized to send messages for another when serving in an administrative support role.
- Sending or forwarding chain letters.
- Sending unsolicited messages to large groups except as required to conduct College business.
- Sending messages with excessively large attachments.
- Sending or forwarding electronic communication that is likely to contain computer viruses.
- All sensitive CC material or emails containing sensitive data or personally identifiable information transmitted over an external network must be secured during transmission.
- Electronic communication users must not create the impression that they are representing, giving opinions, or otherwise making statements on behalf of CC or any department of CC unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer will be included unless it is clear from the context that the author is not representing CC. An example of a simple disclaimer is: "The opinions expressed here are my own and not those of my employer."

DEFINITIONS:

Copyright Laws: A form of protection provided by the laws of the United States to authors of "original works of authorship." This includes literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations.

Disclaimer: A statement that something isn't true or someone isn't responsible. For example, "the opinions expressed here are my own and not those of my employer [or my institution]."

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Sensitive Data: Information that is protected against unwarranted disclosure. Access to sensitive information should be safeguarded.

Related Standards, References, and Attachments:

An index of approved CC-IT standards can be found on the CC Information Technology Services **Related**

Policies, References, and Attachments:

An index of approved CC-Technology Services Information Security Procedures (CC-TS ISPs) can be found on the CC Information Technology Services ISP website at <https://www.collin.edu/security>

Implementation Information

Review Frequency:	Annually
Responsible Person:	SVP – Campus Operations
Approved By:	Abe Johnson, Ed. D.
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Revision History

Version:	Date:	Description:
1.0	02/09/2022	Initial document
1.1	10/28/2022	Annual Review – No Changes required.
1.1	11/07/2023	Annual Review – No Changes required.