

**Baltimore City Community College**



*Changing Lives...Building Communities*

**Policy No. 3005**

**Title of Policy:** Telecommunication Use Policy

**Policy** (check one) **New**  **Revised**

**Applies to (check all that apply):**

**Faculty**  **Staff**  **Students**

**Division/Department**  **College**

**Background to Issue/Rationale for Policy:**

The purpose of this policy is to enforce appropriate use of BCCC's telecommunication resources including, but not limited to desk telephones, fax machines, voice mail, computers with modems, and electronic voice/data lines used for transmitting and receiving information.

**Policy Language:**

It is the policy of BCCC to impose the effective use of telecommunication resources to conduct college business, and/or for the sharing of knowledge and information to enhance productivity. Employees are expected to use resources in an ethical and responsible manner. Also, it is the intent, that employees would exercise caution when using hardware, software, intellectual property, copyright information, and personal and confidential information. Any violation of the terms and conditions documented in this policy would be grounds for disciplinary action.

**Implementation Date:** April 30, 2008

**Originator/Division:** Office of the President, Computer Information  
Technology Services

**Approved by the Board of Trustees:** April 29, 2008