

### 3E1 Computing and Network Use

- 3E1A The Kern Community College District shall provide computing and network resources that benefit faculty, staff, and students and support the instructional and administrative activities of the Colleges and the District. The District is committed to policies which promote the mission of the Colleges and encourage respect for the rights of individuals. These policies shall apply to all individuals using College and District computing and network resources, regardless of access method.
- 3E1B Computing and network resources and all user accounts provided by the Kern Community College District are the property of the Kern Community College District. Access to College/District computing and network resources is a privilege that may be wholly or partially restricted by the Kern Community College District without prior notice and without the consent of the user if required by and consistent with policy or law, when there is substantiated reason to believe that violations of policy or law have taken place, or, in exceptional cases, when required to meet time-dependent, critical operational needs.
- 3E1C Employees have no privacy whatsoever in their personal or work-related use of District computers, electronic devices, network and other electronic information resources or to any communications or other information in Kern Community College District computing and network systems or that may be transmitted through Kern Community College District computing and network systems.
- 3E1D Kern Community College District retains the right, with or without cause, and with or without notice to the employee, to remotely monitor, physically inspect or examine Kern Community College District computers, electronic devices, network or other computing and network resources and any communication or information stored or transmitted through Kern Community College District computing and network resources including but not limited to software, data, image files, Internet use, emails, text messages and voicemail. Kern Community College District shall exercise this right only when required by and consistent with policy or law, when there is substantiated reason to believe that violations of policy or law have taken place, or in exceptional cases, when required to meet time-dependent, critical operational needs.
- 3E1E Use of computing and network resources must be for activities related to the mission of the Colleges and the District. Computing and network resources are to be used in an effective, efficient, ethical, and lawful manner.
- 3E1F Use of computing and network resources imposes responsibilities and obligations on the part of users. Users are expected to demonstrate respect for intellectual property, data ownership, system security, individuals' rights to access information, and freedom from intimidation or

harassment. (See [Procedure 3E1C\(a\)](#) of this Manual for Computing and Network Use Prohibitions; [Policy 3E4](#) of this Manual for Information Technology Security Policy; [Policy 3E3](#) of this Manual for Email Policy; [Procedure 3E1C\(b\)](#) of this Manual for Computer Software Use Procedures; and [Appendix 3E1C](#) of this Manual for the Software Registration form.)

3E1G Computing and network use shall be consistent with the educational, academic, and administrative purposes of the Colleges/District and shall respect the rights of individuals.

3E1H The Colleges may develop and implement procedures related to college computing and network use. (See [Procedure 3E1F](#) of this Manual for College Computing and Network Use Procedures.)

3E1I Sanctions for violation of the District/College Computing and Network Use Policies or Procedures may be imposed.

Sanctions may range from a warning, to restriction of use, to disciplinary action, and/or legal action.

3E1J Definition of Kern Community College District Computing and Network Resources includes, but is not limited to:

Any computer, including a laptop computer, that is:

Owned, leased, or rented by the Kern Community College District  
Purchased with funds from a grant awarded to the Kern Community College District

Borrowed by the Kern Community College District from another agency, company, or entity

Any electronic device other than a computer that is capable of transmitting, receiving, or storing digital media and is:

Owned, leased, or rented by the Kern Community College District

Purchased with funds from a grant awarded to the Kern Community College District

Borrowed by the Kern Community College District from another agency, company, or entity

Electronic devices include, but are not limited to:

Telephones  
Cellular Telephones  
Push-to-Talk Radios

- Pagers
- Radios
- Digital Cameras
- Personal Digital Assistants such as Palm Pilots and Smart Phones
- Portable storage devices such as USB thumb drives
- Portable media devices such as iPods and MP3 players
- Printers and copiers
- Fax machines

Any component that is used to build or support the Kern Community College District network including, but not limited to:

- Routers
- Switches
- Servers
- Enterprise Storage Systems
- Microwave Components
- Firewalls
- Cabling Infrastructure
- Wireless Access Points and Controllers
- Telephone Switches
- Voicemail Systems
- Network Management and Monitoring Systems

### **3E2** Attaching Outside Agencies to the District Wide Area Network (WAN)

3E2A The Kern Community College District (KCCD) may attach outside agencies to the District Wide Area Network (WAN) when such attachments are mutually beneficial, and consistent with the purposes of the District and its Colleges. These agencies may include, but are not limited to, school districts, hospitals, and police and fire departments.

3E2B The proposal to attach to the District WAN shall be put in the form of a written agreement or contract, and approved by the Board of Trustees or its designee.

3E2C Written proposals will follow the Procedures for implementing these Policies. [See [Procedure 3E2E](#) of this Manual for Attaching Outside Agencies to the District-wide Area Network (WAN).]

### **3E3** Electronic Mail Policy

See [Procedure 3E3](#) of this Manual for the Electronic Mail Procedure and [Appendix 3E3](#) for References and Definitions Pertaining to Mail. (Added August 3, 2000)

3E3A The Kern Community College District (KCCD) recognizes that principles of academic freedom, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. There is, however, no absolute right to such privacy provided by law;

information retained on, or transmitted via, an employer's computer systems is considered the property of the employer.

3E3B KCCD encourages the use of electronic mail and respects the privacy of users. It does not routinely inspect, monitor, or disclose electronic mail without the holder's consent. Subject to the requirements for authorization, notification, and other conditions specified in the accompanying Procedure, KCCD may deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail (a) when required by and consistent with law; (b) when there is substantiated reason to believe that violations of law or of KCCD policies have taken place; (c) when there are compelling circumstances; or (d) under time-dependent, critical operational circumstances.

### **3E4** Security Policy *(Added July 9, 2009)*

#### 3E4A Introduction

Kern Community College District has an obligation to ensure that all Information Technology data, equipment, and processes in its domain of ownership and control are properly secured. This obligation is shared, to varying degrees, by the Colleges and their Centers and every employee of the Kern Community College District. Meeting this obligation is critical to achieving Kern Community College District's mission of providing outstanding educational programs and services that are responsive to our diverse students and communities.

In order to carry out its mission, Kern Community College District shall provide secure yet open and accessible Information Technology resources to all employees and students. Toward this end, Kern Community College District will strive to balance its Information Technology Security Program efforts with identified risks that threaten the availability and performance of mission critical computing and network resources.

Kern Community College District shall ensure that the use of Information Technology resources complies with the appropriate Kern Community College District policies and procedures and applicable Federal and State regulations.

#### 3E4A1 Definitions

- a. Information Technology Resources: people, processes, and technology needed to deliver Information Technology services (Banner, e-mail, online classes, etc.) to Kern Community College District employees and students.
- b. Computing and Network Resources: any and all technology (servers, personal computers, applications, laptops, routers, etc.) that make up Kern Community College District's vast Information Technology operation.

## Meals and In-State Travel Allowance for Students

### Meals

1. Meals will be funded for the approved travel party only (e.g., students and athletes eligible for competition).
2. Meals will be funded at the per diem rate noted below. Meal allowances may be adjusted up to the employee rates for travel to high-cost cities with prior approval by the appropriate Vice President. High-cost cities will be determined by the rates published by the Federal Internal Revenue Service.
  - Breakfast \$7.00
  - Lunch \$10.00
  - Dinner \$14.00
3. Travel must begin prior to 6:00 a.m. to receive funding for breakfast.
4. To receive funding for lunch, travel coverage is required for the entire period between 11:00 a.m. and 2:00 p.m.
5. Travel must conclude after 6:00 p.m. to receive funding for dinner.
6. A District Student Travel Authorization form must be signed by the approved traveling party and returned within ten (10) days to the College Business Services Office. [See [Procedure 3C1\(b\)](#) of this Manual for the District Student Travel Authorization form.]
7. The approved traveling employee must complete the District Student Travel Authorization form if meals or food goods are purchased on a group basis. The District Student Travel Authorization form must be returned within ten (10) days to the College Business Services Office. All receipts must accompany form.
8. Prepayment dollars for meals not spent must be returned to the College Business Services Office for deposit to the appropriate fund.

### Lodging

1. Lodging will be funded for the approved travel party only, (e.g. students and athletes eligible for competition).
2. Lodging will be funded at cost.



**Instructions**

1. The Student Travel Authorization form must be completed in its entirety.
2. Within ten (10) days of the conclusion of the event the completed Student Travel Authorization form, and excess funds, are to be received by the Business Services Office. Any failure to comply with this requirement may cause denial of future requests for advances.
3. Meals will be funded for the approved travel party only (e.g., athletes eligible for competition, students).
4. Minimum meal allowance rates are as follows:
  - Breakfast..... \$7.00
  - Lunch..... \$10.00
  - Dinner..... \$14.00
5. Travel must begin prior to 6:00 a.m. to receive funding for breakfast.
6. To receive funding for lunch, travel coverage is required for the entire period between 11:00 a.m. and 2:00 p.m.
7. Travel must conclude after 6:00 p.m. to receive funding for dinner.

Admin 03/17/14  
Ch. Cab. 04/21/14  
CC. 04/22/14

## **College Computing and Network Use Procedures**

The Colleges of the Kern Community College District may develop, adopt, and implement written computing and network use procedures that are consistent with the District's Computing and Network Use Policy, including, but not limited to references to:

- A. The District Computing and Network Use Policy including its ten (10) prohibitions.
- B. The legal aspects of computing and network use procedures such as:
  - (1) The rights of users to freely examine issues.
  - (2) Sexual harassment and creating a hostile environment
  - (3) Freedom from intimidation, embarrassment, or fear
  - (4) Rules related to behavior
- C. The development of priorities that emphasize computing and network use that is related to the mission of the College/District.
- D. Sanctions that range from a warning, to restriction of use, to disciplinary action, to legal action.
- E. College Computing and Network Use Procedures will have the approval of the President, will be given wide dissemination to users, and will be forwarded to the District Director, Information Technology.

Reviewed and Recommended by  
Chancellor's Cabinet  
September 16, 2008

Reviewed and Recommended by  
District Consultation Council  
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