



## Technology Policy

**Policy Name** Non SSCC User Network, Computer, and Email Use Policy

### Rationale or Purpose

This policy details allowable resources that SSCC will make available to outside entities, upon request, as long as the request does not impact resource availability to students or college operation.

### Policy Statement

Outside organizations requiring network access or other IT services will make their request through the standard facilities request process. The type of service desired (i.e., wired or wireless) should also be noted on the facilities request form.

Applicable charges will be determined, if deemed appropriate, by the IT Director or Campus Director upon receipt of the facilities request.

SSCC resources will not be used in the support of or for the purposes of spamming, harassment, or for the transfer of illicit or illegal material.

SSCC resources will not be used for non-SSCC related commercial purposes or to support business interests of outside organizations.

### Scope

Applies to any outside entity requesting network or technical resources from SSCC.

## Procedures

- a) User names will be supplied by the IT department and made available prior to the time of the requested services.
- b) User names will be designated by the IT department and shall reflect nomenclature that clearly denotes the intended usage of the User ID.
- c) User IDs supplied for these purposes will have a defined 'time to live' or pre-determined time period, which will allow access during the time specified for the event only.
- d) Requests for individual services will require a lead-time in order for the IT department to facilitate the request. The following are lead-times for various requested services.

Email account - 5 business days

User account - 5 business days

Wireless access - 5 business days

Special Software considerations - 15 business days

## Roles/Responsibilities

It is the role of the IT department to provide services within the designated time frame. It is the responsibility of the outside organization to abide by SSCC Technology policies. The point of contact for problems, changes, and questions is the SSCC IT Helpdesk (937.393.3431 ext. 2800 or support@sscc.edu).

## Definitions