

Schenectady County
Community College

*Computer Use
Policies & Procedures*

Web Site Privacy Policy

Schenectady County Community College
Computer Use Policies and Procedures
Web Site Privacy Policy

Sections:

- I. General Information and Advisement
 - II. Privacy Policies
 - III. Specific Information
 - A. Access
 - B. Acceptable Use
 - C. Unacceptable Use
 - D. Responsibilities of User
 - E. Responsibilities of College Computer Staff
 - F. Account Creation
 - G. Internet/WWW
 - H. Intranet
 - I. Wireless
 - J. Outside User Support
 - K. Computer Software Policy
 - IV. Procedures
 - A. Use of E-Mail System
 - B. Sexual Harassment and Computer Use
 - C. Assistance
 - D. Complaints
 - V. Revision and Updates
- Appendices
- A. Internet Privacy Policy – additional information
 - B. Departmental Home Page procedures

I. General Information and Advisement

SCCC computer facilities are available for students, faculty, staff, and selected others for use in completing instructional and non-commercial educational work. Use of these resources is a privilege, not a right, and access is granted with restrictions and responsibilities for their use. Use of College-owned hardware, software, data, and/or networks must be in a manner consistent with federal, state, and local law. Unacceptable and unauthorized use of College computer hardware, software, data, and/or networks may result in revocation of computing privileges, disciplinary action, and the filing of civil and/or criminal complaints.

Please be advised that *your reasonable and responsible behaviors and actions* when using College-owned, sponsored, or affiliated networks and systems are the best ways in which to ensure continued access to and use of computer-mediated information and instructional technologies and systems at SCCC.

Schenectady County Community College acknowledges University at Albany, University at Buffalo, and State University College of Technology at Utica/Rome for applicable elements of their computer policies adapted for use in this document.

II. Privacy Policies

Internet Privacy Policy

Commitment to Privacy:

Schenectady County Community College (SCCC) is committed to protecting user privacy and making it easier and more efficient for individuals and businesses to interact with the College. SCCC recognizes that it is critical for individuals and businesses to be confident that their privacy is protected when they visit www.sunysccc.edu (a.k.a. sunysccc.edu). You can travel through most of sunysccc.edu without giving SCCC any information about yourself. Sometimes SCCC needs information to provide services that are requested, and this commitment of privacy explains our online information practices.

Schenectady County Community College does not collect any *personal information* about a user unless provided by sending an e-mail, completing the SCCC Information Request Form, or completing the online SCCC application.

This policy is consistent with the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law.

PLEASE NOTE: SCCC's 'Commitment to Privacy' may be superceded by the Patriot's Act and Cyber Security Initiative, allowing access by Federal law enforcement officials, to personal information contained on computer and telecommunications networks and systems, and also to computer equipment, files, and documents, during the course of investigations concerning issues of national security.

Please refer to **Appendix A.** for further information regarding SCCC's Privacy Policies

III. Specific Information

A. Access

The College computer facilities are to be used for instructional and non-instructional non-commercial educational purposes only. All users may be asked to show College officials appropriate identification upon request. Those granted second priority may have access to computer facilities only after all those with first priority have had access.

First priority for use is granted to:

1. Students currently enrolled in SCCC credit and non-credit courses or engaged in assignments necessary to complete an I (incomplete) grade.
2. Faculty, staff and administration currently employed at SCCC.

Second priority for use is granted to:

3. Graduates, emeriti, and retirees of SCCC who hold a valid SCCC Library Card, obtainable in the Begley Library (or other designated location).
4. Students currently enrolled at other SUNY campuses located more than 50 miles

from SCCC who hold a valid ID card from the home campus.

5. Faculty and staff members currently employed at other SUNY campuses who hold verification of employment.
6. Teachers and other professional employees of school districts and other public agencies who hold verification of employment.

B. Acceptable Use

Those listed above are granted access to College computers in conformance with SCCC Computer Use Policies and Procedures. Computer use is subject to the supervision of designated College personnel. A Computer Account Request Form must be completed to gain access. A User-ID (or Username) is limited to the system or systems for which the User-ID is granted.

Account holders are fully responsible for all activity for which that account is used (whether by the account holder or any other person). Account holders should protect their accounts and change their passwords frequently. The College assumes no responsibility for the loss of information or data. Account holders are responsible for backing up their own files.

Monitoring of authorized users by College computer staff may take place. Any monitoring is in keeping with computer staff work responsibilities. Use of any College computer or system constitutes consent to such monitoring.

C. Unacceptable and Unauthorized Use

Unacceptable and unauthorized use of College computer hardware, software, data, and/or networks, can result in revocation of computing privileges, disciplinary action, and the filing of civil and/or criminal complaints. When routine monitoring by College computer staff reveals possible evidence of unlawful activity, the College will turn over evidence to appropriate law enforcement officials. The College will cooperate with law enforcement authorities in investigations involving criminal activities for which College-owned equipment or College-managed networks are used.

The computing facilities of the College and its supporting data network may not be used:

1. to interfere with the privacy of others;
2. for direct or indirect financial gain (e.g., commercial consulting or manuscript preparation for hire), or for the conduct of private business affairs;
3. in conjunction with programs (such as copying the password file, password cracking programs such as Satan) that are designed to probe, describe, or to defeat computer security features of computer systems located at the College or elsewhere, in a manner that may probe or describe network topology or computer security features or gain access to communications or data to

which the user is not a party;

4. to employ “sniffing” or ping or other similar programs so as to gain access to communications or data to which the user is not a party;
5. to access, or to attempt to access any system for which the person is not an authorized user, or to decrypt, or to attempt to decrypt scrambled files (e.g., the password file) that are not owned by the user; in a manner that knowingly degrades system or network performance (e.g., transmission of software containing a virus, cancelbot, trojan horse, worm or other harmful component, or running a program that has no purpose);
6. to remove, copy or alter any and all files, or software, owned by the College or another user, including system configuration files;
7. to upload, post, publish, transmit, or reproduce in any way, information, software or other material which is protected by copyright or other proprietary right, or derivative works with respect thereto, without obtaining the permission of the copyright owner or rightholder (except for classroom curricular-based teaching and learning that falls under Fair Use or applicable provisions of the TEACH Act)
8. to post or transmit any unlawful or unsolicited message whether in text, audio, or graphic form, solicited;
9. to transmit any unlawful message that is threatening, abusive, libelous, obscene, or pornographic;
10. to send unsolicited messages such as chain letters or electronic junk mail that may be perceived as harassing, annoying, or obscene;
11. to interfere with or intercept the electronic communications of another user or to physically abuse or misuse College computing equipment;
12. to obscure or to attempt to obscure the identity and location of a remote connection;
13. to conduct business for political purposes; and/or
14. to engage in activities prohibited by local, state, or federal law.

D. Responsibilities of the User

Use of the College's computer resources comes with responsibility. The owner of every computer account is responsible for all activity for which that account is used. The password for the account should be known only to the owner. The owner remains responsible for any use or abuse that others may make of the account.

Unauthorized use of computing resources, or use of resources in excess of authorization is a violation of the Penal Code of the State of New York.

PLEASE NOTE: Personal data files may be viewed/retrieved even when you think they have been deleted. To maintain optimum privacy store all personal files on floppy disks or other removable storage media only (Current technology and/or availability of such removable storage devices and media at SCCC will determine which media types and formats may be used). In certain circumstances, if so advised, a restart of a computer's operating system may be necessary to ensure that access to personal files and/or accounts is not possible.

E. Responsibilities of Computer Center and Academic Computing Staff

The staff of SCCC's Computer Center and Academic Computing are professionals who are concerned with access to, and use of, College computer networks, systems, hardware, and software. These professionals are expected to demonstrate and maintain highest ethical standards to ensure that each user's individual rights are respected. In the course of their daily work, computer support and administrative staff must also maintain the integrity and operation of a large computer network and comprehensive services necessary at an institution of higher learning such as SCCC.

1. Computer Center and Academic Computing staff are responsible for system software and maintenance of the administrative computing systems. Academic Computing staff are responsible for Academic Labs and classrooms, systems software, and maintenance of the Library's On-Line systems.
2. Computer Center staff and Academic Computing staff are responsible for user consulting on managed academic and administrative systems.
3. Computer Center and Academic Computing staff are responsible for taking action against abusers of computing resources in a manner which is consistent with College disciplinary procedures. They may remove access to the abused resource, disable the account entirely, or take other appropriate remedies to ensure a reliable operating environment.
4. Computer Center and Academic Computing staff will respect the privacy of user files. Users' files may be read when necessary to resolve problems reported by the owner of those files or in similar situations with written notification to the owner. Access to a user's directory may be necessary to remove extraneous files such as "core" dumps from the system. Access may also be required to verify proper system operation, to effectuate bug fixes, and to provide information in the course of misconduct investigations.

PLEASE NOTE:

In the unusual circumstance where a user's personal computer files and/or data

must be accessed without his/her knowledge, *beyond prescribed activities described in this section (E)*, the activity will be logged, along with specific reason(s) for such access. **Only the President of the College may authorize such access.**

5. With regard to Items 1-4 in sub-section E, other College staff authorized as information system administrators, such as for course management systems or portals used at SCCC, will follow these same protocols and practices.

F. Account Creation Procedures

To apply for a User-ID (or Username), completely fill out a *Computer Account Request Form*. Forms are available in Elston Hall E430 for employees and in E529 for students, graduates, and all others. A current valid ID card must be presented with the completed application. If an ID card is not available, a statement of fees paid (for students) or verification of employment (for faculty or staff) is required.

Students and staff from other eligible SUNY campuses must present acceptable evidence of their eligibility.

Student, graduate, and guest accounts are set to expire at the close of each term. Any student no longer registered at SCCC, or any faculty or staff member leaving the employ of the College, should make provisions for personal account contents prior to his/her departure. In the event such provisions are not made, such account contents will be erased from data bases 30 days after the departure of the faculty or staff member.

Individual student circumstances (relating to enrollment status and/or semesters attended) may make it necessary to reapply for a User-ID or Username due to server storage and network management procedures used at SCCC.

Other subsequent electronically-based User-ID or Username needs may be met through online, administratively-authorized methods that do not require Computer Account Request Forms.

G. Internet/WWW Policies

This policy exists to help the creators of Web pages at Schenectady County Community College take advantage of this powerful communications tool, yet avoid the pitfalls that can lead to confusion and complaints. Individual departments and divisions may have their own guidelines for publishing professional, organizational, and instructional web pages. However, these are supplemented and superseded by this College-wide policy.

Official Home Pages

The Schenectady County Community College home page (www.sunysccc.edu) is an official publication of the College. All materials, including text and photographs, appearing on the home page or subsequent official home pages of specific departments are copyrighted and may not be reproduced without written permission from the copyright holder. Any College web browser accessible system, such as course

management, portal, or other official networked software, may also be considered ‘an official publication’ for the purpose of this policy.

1. Home pages linked to the SCCC home page may be created by academic departments, divisions, centers, governance groups, and administrative departments. Student organizations and groups may create home pages, as approved by the Associate Dean for Student Services/Director of Student Activities.
2. Official home pages are a reflection of the College. It is important for all contributors to ensure that their information is well-organized, accurate, and timely, and the web pages presentation complies with NYS Technology Policy 99-3: Universal Accessibility for NYS Web Sites.
3. Each department or unit is responsible for creating and updating the content of its official home page. Each department or unit may designate a liaison to serve as a member of the SCCC Web Site Committee. Physical updates to the web pages are done by SCCC technical staff.
4. Developers of SCCC official pages may include the College logo in its original form on the main page of the site; contact the Office of Planning & Development for an original logo file.
5. Subordinate official home pages must contain a path back to the home page of the College (<http://www.sunysccc.edu>).

Please refer to **Appendix B.** for Departmental Home Page Procedures

Personal Home Pages

Personal home pages are not permitted to be posted on College servers. Linking to personal home pages is permitted but is limited to SCCC faculty and staff to provide for academic and program needs relating to their work for the College.

1. Personal pages may *not* contain any SCCC logos or any other College copyrighted materials or images.
2. When individual or personal home pages are linked from official pages, the College requires that there be a clear and explicit indication at the point of transition from official to personal Web space. This indication must explicitly state that any opinions, views or endorsements of any kind encountered on personal pages are not the policy of the College but are of a personal nature.

H. Intranet Policy

The use of any Schenectady County Community College *intranet* requires compliance with all policies and procedures found in Sections I – V of this document: Computer Use Policies and Procedures. In general terms, an intranet is a geographically defined and limited private network that provides specific and restricted access to information residing on networked servers, drives, and other devices.

I. Wireless Policy

Users must sign up for access to the SCCC wireless network in the Academic Computing lab in Elston 529.

- Actions that violate SCCC policies, SUNY policies, Federal or NY State law are not permitted from any SCCC network connection.
- Wireless connections are firewall restricted and require authentication via the College's wireless Virtual Private Network (VPN).
- There is no limitation on connection time through wireless access. Periodic re-authentication may be necessary to ensure quality of service.
- For wireless access, the client operating system must use dynamic IP address assignment via Dynamic Host Configuration Protocol (DHCP). The default DHCP lease time is set to 8 hours. The DHCP lease is renewed automatically as long as the port is in use.
- Only TCP/IP protocols will be routed to wireless access.
- Wireless access traffic must abide by acceptable use restrictions. For example:
 - No commercial use.
 - No malicious actions, such as denial of service attacks.
 - No harassment of other computer users.
 - No distribution of pornographic materials.
 - No copyright violations.
 - No offering of DHCP or Domain Name Services (DNS).
 - No advertising of network routing information.
 - No use of file-sharing software (e.g. Kazaa) or other bandwidth intensive applications that may degrade quality of service.
 - IP address assignment via DHCP for all wireless access is required. You may not set an IP address in your machine's configuration when using this service.
 - If the College receives complaints of improper activity, an immediate cessation of that activity is expected upon notification to the user.
 - Ports may be disabled on an emergency basis to stop violations of acceptable use restrictions.

Failure to abide by these policies may result in loss of access to network and computing resources, College disciplinary action and/or other legal action.

IV. Procedures

A. Procedure on Use of E-mail Systems

1. Bulk E-Mail addresses such as “all students” and “all faculty/staff” are not to be used for the general distribution of the following kinds of materials:
 - a. advertising or sale of products or personal items such as used cars, furniture, pets, apartments, etc. (except for College-sponsored organizations and activities)
 - b. solicitations of donations (except for College-sponsored organizations and activities)
 - c. distribution of “thoughts for the day,” political/religious messages, messages advocating political candidates, or personal ideologies
 - d. other items of a personal nature not essential to be shared with the entire E-mail community including chain letters and pyramid schemes.
2. Users may not use the College E-Mail system to subscribe to list services for personal business or interests.
3. The College E-Mail system is intended for College-related activity only. Personal web or E-mail activity that results in repeated, unsolicited E-mail from any source is unacceptable.
4. **It is important that all users regularly delete E-mail messages.** Users are expected to delete old items from all of their E-mail folders including “mailbox” and “sent items” on a regular basis as items in these categories consume large amounts of storage space on the College’s computer systems.

In the event that questions arise regarding any of these procedures, clarification should be sought from the user’s immediate supervisor. Failure to adhere to the above procedures can result in the revocation of rights to use the College’s E-Mail system.

B. Procedures Pertaining to Sexual Harassment and Computer Use

On June 17, 1991, Schenectady County Community College’s Board of Trustees adopted and implemented ***Procedures for Resolving Complaints of Sexual Harassment***. Sex discrimination in any form is prohibited by law. “*Schenectady County Community College is committed to ensuring an environment free of sexual harassment.*”

Displaying sexually explicit images or objects on computers is prohibited by this policy and may constitute a violation of the College’s Sexual Harassment Policy.*

Please speak with a staff member who can suggest alternative viewing arrangements if course-related work requires access sexually explicit material.

*For more complete information “Sexual Harassment” see the College’s statement of Procedures for Resolving Complaints of Sexual Harassment

C. Assistance Procedures

1. Academic Systems (Computer Labs, Classrooms)
Contact the Academic Computing Department via telephone (x1274, x1272, x1469) or e-mail (troubleshooting@sunysccc.edu)
2. Computer Lab facility in Elston 529
Contact the laboratory monitor for assistance. If further assistance is required, contact the Academic Computing staff.
3. Administrative Systems (Banner, Office Computers)
Contact the Administrative Computing Department’s Computer Action Line at x1204
4. Website Information/Content Management
Contact the Academic Computing web assistance team at (webupdate@sunysccc.edu)

D. Complaint Procedures

Schenectady County Community College is interested in your thoughts, concerns, needs, and complaints arising from SCCC’s Computer Use Policies and Procedures. The College’s computer information, academic, and instructional technologies exist to support teaching and learning programs at SCCC. As such, it is important that feedback is welcomed from the College community of computer and network users. Complaints, in particular, must be considered in the context of each specific instructional or operational situation at the College. With regard to SCCC’s Computer Use Policies and Procedures, complaints and concerns may be directed to webmaster@sunysccc.edu who will then forward such information to the appropriate College office.

Academic computer equipment, networks, and software:

Contact: Director for Academic Computing

Office and support computer equipment, networks, and software:

Contact: Manager, Data Services

College Web pages:

Contact: webmaster@sunysccc.edu

Course Management Systems (ANGEL):

Contact: Coordinator of Instructional Technology

Privacy concerns:

Contact: Privacy Compliance Officer, Office of Planning and Development

Copyright concerns:

Contact: Agent for Copyright Issues, Director of Library Services

Computer Use Policies and Procedures concerns:

Contact: Chairperson, Information Systems Council

V. Revision and Updates

Computer equipment, networks, applications and software are constantly undergoing improvements and revisions. Telecommunications laws and regulations greatly effect computer and network protocols, and also affect how users may access information and services in teaching, learning, and technology environments. As such, it is necessary to keep published documents such as 'Computer Use Policies and Procedures' current with evolving academic and office computing and support services that exist to meet student, faculty, staff and other College community needs.

Schenectady County Community College may revise 'Computer Use Policies and Procedures' as recommended by the Information Systems Council, and as approved by the Board of Trustees. The calendar date shown below indicates the most recent update or revision:

Adopted by the Board of Trustees June 16, 2003

Resolution #03-72

Appendices: Computer Use Policies and Procedures
Appendix A.: Internet Privacy Policy

Information collected automatically when you visit sunysccc.edu:

When visiting sunysccc.edu, the College web server automatically collects and stores the following information about your visit:

- The Internet Protocol address or host name of the computer that accessed our Web site
- The type of browser, its version and the operating system on which that browser is running
- The Web page from which you (the *user*) accessed the current Web page
- The date and time of the *user's* request
- The exact request for information made by the *user*
- The status code returned to the *user*
- The content length of any document sent to the *user*
- The request method used
- The Universal Resource Identifier (URI) and associated query string which defines the location of a resource on the server
- The transport protocol and the version used

None of the above-mentioned information is deemed to constitute *personal information* by the Internet Privacy and Security Act. The information that is collected automatically is used to improve sunysccc.edu content and to help Schenectady County Community College understand how *users* are interacting with its Web site. This information is collected for statistical analysis and to determine what information is of most and least interest to our *users*. The information is not collected for commercial marketing purposes and SCCC is not authorized to sell or otherwise disclose the information collected from sunysccc.edu for commercial marketing purposes.

Information collected when a *user* e-mails sunysccc.edu or completes a transaction:

During a *user's* visit to sunysccc.edu, the *user* may send an e-mail to the SCCC. The *user's* e-mail address and the contents of the *user's* message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. The *user's* e-mail address and the information included in the *user's* message may be used to respond to the *user*, to address issues the *user* identifies, to improve this web site, or to forward the *user's* message to another SCCC office for appropriate action. The *user's* e-mail address is not collected for commercial purposes and SCCC is not authorized to sell or otherwise disclose the *user's* e-mail address for commercial purposes.

During the *user's* visit to sunysccc.edu, the *user* may complete a transaction such as an online application or the SCCC Information Request Form. The information collected by SCCC, including *personal information* volunteered by the *user* in completing the transaction, is used by SCCC and may be disclosed by SCCC for those purposes that may

be reasonably ascertained from the nature and terms of the transaction in which the information was submitted.

SCCC does not knowingly collect *personal information* from children **under the age of 13 or create profiles of children under the age of 13**. *Users* are cautioned, however, that the collection of *personal information* submitted in an e-mail will be treated as though it was submitted by an adult, and may, unless exempted from access by federal or State law, be subject to public access.

Disclosure of information collected through sunysccc.edu:

The collection of information through sunysccc.edu and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. SCCC will only collect *personal information* through sunysccc.edu or disclose *personal information* collected through sunysccc.edu if the *user* has consented to the collection or disclosure of such *personal information*. The voluntary disclosure of *personal information* to SCCC by the *user*, constitutes consent to the collection and disclosure of the information by SCCC for the purposes for which the *user* disclosed the information to SCCC.

However, SCCC may collect or disclose *personal information* without consent if the collection or disclosure is: (1) necessary to perform the statutory duties of SCCC, or necessary for SCCC to operate a program authorized by law, or authorized by state or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the *user*; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including *personal information*, collected through sunysccc.edu is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law. SCCC may disclose *personal information* to federal or state law enforcement authorities to enforce its rights against unauthorized access or attempted unauthorized access to SCCC information technology assets.

Retention of information collected through sunysccc.edu:

The information collected through sunysccc.edu is retained by SCCC consistent with the records retention and disposition requirements of the New York State Arts & Cultural Affairs Law. Information on the requirements of the Arts & Cultural Affairs Law may be found at <http://www.archives.nysed.gov/a/records/index.shtml>. In general, the Internet services logs of SCCC, comprising electronic files or automated logs created to monitor access and use of services provided through sunysccc.edu, are retained for **3 back-up cycles (65 business days)** and then destroyed. Information concerning these records retention and disposition schedules may be obtained through the Internet privacy policy contact listed in this policy.

Access to and correction of *personal information* collected through sunysccc.edu:

Any *user* may submit a request to the SCCC privacy compliance officer to determine whether *personal information* pertaining to that *user* has been collected through sunysccc.edu. Any such request shall be made in writing and must be accompanied by

reasonable proof of identity of the *user*. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the *user*, or similar appropriate identification. The address of the privacy compliance officer is:

Privacy Compliance Officer
Office of Planning and Development
Schenectady County Community College
78 Washington Avenue
Schenectady, New York 12305

The privacy compliance officer shall, within five (5) business days of the receipt of a proper request, provide access to the *personal information*; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

In the event that SCCC has collected *personal information* pertaining to a *user* through sunysccc.edu and that information is to be provided to the *user* pursuant to the *user's* request, the privacy compliance officer shall inform the *user* of his or her right to request that the *personal information* be amended or corrected under the procedures set forth in section 95 of the Public Officers Law.

Confidentiality and integrity of *personal information* collected through sunysccc.edu: SCCC is strongly committed to protecting *personal information* collected through sunysccc.edu against unauthorized access, use or disclosure. Consequently, SCCC limits employee access to *personal information* collected through sunysccc.edu to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information follow appropriate procedures in connection with any disclosures of *personal information*.

In addition, SCCC has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, authorization, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of sunysccc.edu as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

For Web site security purposes and to maintain the availability of sunysccc.edu for all *users*, SCCC employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage sunysccc.edu.

Cookies:

Cookies are small pieces of information that are stored by the *user's* browser on the hard drive of the *user's* computer. sunysccc.edu does use cookies for these purposes:

- EZProxy uses them to store temporary information about where you are going and if you are authenticated.
- Also, any program that uses ASP (tutor application system, form submitters, ANGEL) uses session cookies.

Disclaimer:

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through sunysccc.edu.

Contact information:

For questions regarding this Internet privacy policy, please contact the SCCC privacy compliance officer via e-mail at privacy@sunysccc.edu or by regular mail at:

Privacy Compliance Officer
Office of Planning and Development
Schenectady County Community College
78 Washington Avenue
Schenectady, New York 12305

Definitions:

The following definitions apply to, and appear in *italics*, in this policy:

Personal information: For purposes of this policy, "*personal information*" means any information concerning a natural person that, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person.

User: For purposes of this policy, "*user*" shall mean any natural person who uses the Internet to access sunysccc.edu web site.

Appendix B: Departmental Home Page Procedures

SCCC Departments and Units are eligible for home pages on the institutional Web server. Approved faculty and staff Web pages may be linked to Department and Unit home pages and the Faculty/Staff Directory. The procedure for home page development is as follows:

1. The Department or Unit is responsible for the creation and maintenance of the content of their web page and may identify a liaison to work with the Webmaster or designee for account questions or concerns. It is recommended that the liaison represent the Department as a member of the Web Site Committee. In case of change in the liaison, the Department chair or Unit head should inform the Webmaster.

2. The Department or Unit will be assigned a directory on the Novell server network specifically for home page updates.
3. The liaison will submit web page content to the Webmaster for placement on the SCCC Web site. The Webmaster will provide templates, technical assistance and design elements for home page development.
4. The Webmaster will set up links to home pages from the SCCC home page; however, Departments, Units and faculty members are responsible for updating the content of their home pages and links. Departments and Units should review and update their home pages on a regular basis and assure that they comply with the policies and procedures of the Department, Unit and the College. The Webmaster may remove pages if they are not current.
5. The Web Site Committee will review home pages for consistency with the SCCC home page.
6. Home pages are to be used for SCCC and professionally related activities only and must comply with Schenectady County Community College ***Computer Use Policies and Procedures***. No commercial or for-profit information will appear on any home page created by SCCC Departments. Home pages are not for personal use, for the benefit of third parties, or for profit-making activities.
7. The Webmaster reserves the right to modify home page code at any time if security and/or performance is adversely affected.

For additional information, refer to ***Computer Use Policies and Procedures***, or contact the Webmaster by e-mail at [**webmaster@sunysccc.edu**](mailto:webmaster@sunysccc.edu) or the following address:

Webmaster
Office of Planning and Development
Schenectady County Community College
78 Washington Avenue
Schenectady, NY 12305