

Orangeburg-Calhoun Technical College

Statement of Policy

Title: Information Technology Services

Number: 5.001

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Department of
Responsibility: Information Technology

Authorization:

Area Commission Chairman

President

Date Approved: March 15, 1994

Last Revised: March 16, 2021

Last Reviewed: March 19, 2024

General

It is the policy of Orangeburg-Calhoun Technical College to provide state of the art information technology resources for instructional and administrative use on a fair and equitable basis and to assure that appropriate resources are available to support the mission of the College.

Information technology (IT) resources are provided to instructional programs to support student learning, support program and learning outcomes, and to enhance the teaching and learning environment for the College's students and faculty. In addition, IT resources are provided to non-instructional departments campus-wide that support these instructional programs and the overall mission of the College. The College implements standards to maximize flexibility and portability in the use of the IT resources and ease of use for its users.

These IT resources include providing a secure network with adequate processing, storage, backup and network bandwidth to support all academic and administrative functions and required software systems.

IT Plan

The College's IT Director, in conjunction with the Executive Staff, maintains an IT Plan to ensure IT resources are adequate to meet the needs of faculty, staff, and students. The primary purpose of this plan is to assist in setting technological priorities and objectives in future years and ensuring that these align with the College's mission and strategic plan. This plan includes the process for purchasing, prioritizing, and reallocating IT resources on campus. The plan is reviewed and updated annually.

The College shall abide by the SC Consolidated Procurement Code and the Rules and

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Regulations of the State Fiscal Accountability Authority for the procurement of Information Technology systems or services.

In addition, the College is subject to the provisions of State Board for Technical and Comprehensive Education policy 4-4-101 and procedure 4-4-101.1, both titled Planning and Procurement of Information Technology Equipment, Software, and Services.

Use of Systems (Acceptable Use)

The College expects all employees and students to use informational systems and online resources in a legal, ethical, professional, and responsible manner. The College prohibits unauthorized access to or use of its IT resources. The College adheres to all local, state, federal and international laws relating to the use and misuse of information technology resources.

The College maintains an “Acceptable Use” document that provides guidelines to all users of the College’s information technology systems and appropriate use. All users of College technology resources must abide by these guidelines.

Information Security

The College is committed to protecting the confidentiality, integrity, and availability of its IT resources and related systems. However, the College cannot guarantee the absolute security and privacy of any IT resource. The College will comply with all applicable federal, state, and local laws concerning the protection of its informational systems and data. This includes compliance with the information security policies of the SC Technical College System, specifically Policy 4-4-105, Information Security. This policy provides a broad framework that can be used by each of the technical Colleges to help develop College-specific plans and implement processes to better protect data. The College’s IT department is charged with developing and maintaining these plans and processes.