



## **Technology and Other Company Resources**

### *Purpose and Use*

SJVCi provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Internal and external e-mails or messages to coworkers, or that are related to work, are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

All use of company-provided communications systems, including, but not limited to, e-mail and internet use, should conform to our company guidelines/policies. For example, employees cannot engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees cannot divulge confidential information such as trade secrets, employee, applicant or student records, or information restricted from disclosure.

### *No Expectation of Privacy*

Employees should never have any expectation of privacy in their use of a company computer, phone, other communication tools, desks, lockers, cabinets, or other storage areas. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection, without notice, by the Organization. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived.

Because e-mail, telephone and voice mail, and internet communication equipment are provided for company business purposes and are critical to the Organization's success, employee communications may be accessed without notice by Ember Education Information Services or management.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Additionally, the Organization reserves the right to monitor all calls, including prospective student or student calls to ensure employees abide by quality and/or compliance guidelines and provide appropriate levels of customer service.



Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

#### *Software Installation and Licensing*

All software that resides on any of the Organization's computers must be licensed. Only authorized Information Systems staff may install, upgrade or remove software. Employees are prohibited from installing, modifying or removing software on equipment owned by the Organization. To install, remove, or upgrade software, please email [EmberIT@embered.com](mailto:EmberIT@embered.com) (Ember), [Help@sjvc.edu](mailto:Help@sjvc.edu) (SJVC), or [Help@carrington.edu](mailto:Help@carrington.edu) (Carrington).

Employees are prohibited from storing information to removable media, such as flash drives or CD's.

#### *Storage and Retention of Company Information*

Company information including emails, documentation, files and databases must be stored and retained in the designated network or cloud platform (SharePoint, One Drive, or Teams). Storing information to a workstation or laptop local drive is prohibited. Storage to unauthorized locations, personal storage devices, or unapproved platforms is not allowed.

#### *Violations of Policy*

Violations of this policy may result in corrective action, up to and including separation of employment.