



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

POLICY: Information Technology Resources
Number: 2.3.1

Responsibility: Administrative Services (Information Technology Department)
Last Updated: October 1, 2022
State Policy/Law: State Board Policy 4-4-101
State Board Policy 4-4-105
SC Code of Laws; Section 59-53-57

Commission Chair

President

The Technical College of the Lowcountry (TCL) supports an extensive information-technology environment for faculty, staff, students, and members of the college community. Access to TCL IT resources is a privilege, not a right, and requires each user to respect the integrity of the system and related physical resources, and to observe all relevant laws, regulations, and contractual obligations.

Any unauthorized or illegitimate use of IT resources or violation of this policy will result in disciplinary action. Each person is accountable for his/her conduct in the use of TCL IT resources.

The College reserves the right to terminate access and/or pursue stringent legal action in all matters of noncompliance.

This policy applies to all TCL Information Technology, including without limitation:

1. All computers, systems, equipment, software, networks, and computer facilities owned, managed, or maintained by TCL for the handling of data, voice, television, telephone, or related signals and information.
2. Any access or use of TCL electronic resources from a computer or other system not controlled or maintained by the college.
3. The development, processing, communication, distribution, storage, and disposal of information.

Procedures:

2.3.1.1 - Allocation of Computer Resources

2.3.1.2 - Use and Duplication of Computer Software

2.3.1.3 - Requests for Services

2.3.1.4 - Acquisition of Computer Hardware