



## Community College of Baltimore County College Senate Proposal

### **Title of Proposal: Acceptable Use of Telephone Systems**

**Policy:** All CCBC employees are expected to use CCBC's telephone systems in a responsible manner. The employee will be notified and provided with appropriate documentation of any suspected violation immediately.

**Rationale:** The Community College of Baltimore County (CCBC) provides access to local and long distance telephone service for all faculty and staff. College telephone systems are used to support the education, research, and public service missions of the college. These resources are for the common good and the users, including students, faculty, staff, administrators, other employees, and members of the general public, agree to abide in all respects to institutional and external standards for their appropriate use, including applicable federal, state, and local laws.

### **Acceptable Use Guidelines**

Related CCBC policies and guidelines that must be respected by individuals include the following acceptable use of resources: Use College telephone resources only for authorized purposes.

The following are examples of unauthorized use:

- Excessive personal telephone calls
- Use of College telephone systems for unauthorized purposes such as:
  - Discussing information in violation of FERPA.
  - Use of College telephone systems for unauthorized long distance calls
  - Making harassing, intimidating, obscene, or other unacceptable telephone calls
  - Installation of telephone modems not authorized by the College
  - Conducting business related to outside employment or business ownership, for example by performing work for profit with college resources in a manner not authorized by the college.
  - Using college systems for non-sponsored CCBC purposes, such as advertising products or for political candidates.
  - Using the college's telephone systems for personal gain; for example, by performing work for profit with college resources in a manner not authorized by the college.
  - Engaging in any other activity that does not comply with the General Principles presented above.
  - Calling unauthorized pay-per-call numbers
  - Accepting collect calls

**Committee Origin:** Professional Affairs Committee/PAC

**Date of Committee Assignment:** September 2008

**Date of Proposal:** January 2009

**Destination:** Employee Handbook

**Final Location of Approved Proposal:**

Revised January 14, 2009