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Trinity Valley Community College
107501

ELECTRONIC COMMUNICATION

CR
(LOCAL)

GENERAL

Computer resources and services are essential to the achievement of the mission of the College. Computer services are important for teaching and learning purposes as well as performing administrative functions. Computer services are viewed from a broad College perspective. Emphasis is placed on the institutional effectiveness function and division objectives that address the needs of the different computer users in a cost effective and efficient manner. Access and use of the computer resources are considered a privilege granted by the College. Unauthorized use, misuse, or abuse by any user will result in appropriate disciplinary action. The College reserves the right to extend, restrict, and forbid access to College computer resources.

Computers at the College are utilized by three groups:

1. Students enrolled in classes designed to teach the utilization of the computer, for completion of work assignments in conjunction with these classes, and for completion of work assignments for other classes
2. Administration to conduct the administrative functions of the College
3. Faculty and staff members for performance of job functions

The purchase of hardware and software is determined during the budgeting process, and decisions are made based upon the budget request submitted by the various divisions, instructional support units, and administrative units. A written objective that addresses the request for hardware and/or software must accompany the budget request for such items. The allocation of funds for the purchase of computers, computer related equipment, and software will be accomplished at the time the budget is developed. The individual justifications that accompany budget requests and their relationship and importance to the College's mission will determine the basis for prioritizing requests.

The College will balance the services provided to the major user groups through the list of priorities described in this policy.

PRIORITIES

COMPUTER LABS

Computer labs are provided at each campus offering classes designed to teach students the use of computers. The priorities for using the computers in these labs are as follows:

1. For teaching computer related classes that are part of the curriculum
2. For students to do outside work required in computer related classes
3. For students to do outside work for noncomputer related classes
4. For faculty and staff who do not have personal computers in their work area

ADMINISTRATIVE
COMPUTER CENTER

The College maintains an Administrative Computer Center that is dedicated to servicing the administrative needs of all campuses. Programming functions are available for the various administrative units through the Center. Priorities for such programming will be determined by the director of the computer center. The College President will aid the director of the computer center in setting priorities when conflicts develop.

OFFICE AND
WORKROOM
COMPUTERS

Personal computers located in faculty and staff offices or workrooms are dedicated for the performance of the work of that individual office and the personnel associated with that office.

COMPUTERS IN THE
LIBRARIES

Computers located in libraries on the campuses shall be utilized according to the following priorities:

1. Students for the completion of class assignments
2. Faculty and staff for research and job-related functions
3. Students for leisure learning
4. Students, faculty, and staff for appropriate entertainment

EVALUATION

The Technology Committee will annually evaluate the technology needs of the College and submit a report to the College President regarding the needs for additional equipment and capabilities and the current utilization of available technologies.

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