

Information Security Awareness Program

This document is part of a collection of documents that make up the Information Security Awareness Program. The following is a link to the main [Information Security Awareness Program](#) document.

Acceptable Use of Technology

Cincinnati State provides communications services for the convenience and efficiency of employees and school-approved business partners for use in the course and scope of conducting business for or with the college. All messages and documents sent or received through these communications services and/or stored on Cincinnati State owned or controlled computers, servers, or other devices are subject to Cincinnati State integrity standards.

The [Acceptable Use of Technology Policy](#) contains the College's philosophy, policy, rules and standards regulating the use of technology resources. It is the responsibility of all students and all who are employed by the College, whether they are employed as students, temporary personnel, contractors, consultants, staff, or faculty to implement and comply with this policy and all other applicable regulations and to maintain the highest standard of ethics when dealing with information technology resources.

Message Content

All messaging throughout the College's systems, including confidential information, is subject to discovery in a civil or criminal proceeding. The following messaging types, amount others, are strictly prohibited:

- Threatening, sexual, racially offensive, etc.
- Want ads, chain letters, betting pools, etc.
- Illegal, disclosing confidential or proprietary information, etc.

Mass messaging distribution must be approved by a department head, HR representative, or marketing & communication representative.

Protect Confidential Communication

Employees must take appropriate steps to safeguard all sensitive or confidential information regardless of the method of communication. These communications include fax, e-mail, voice-mail, interoffice mail, public mail, print, and internet services.

Usage Monitoring

Monitoring systems, data, and usage is performed on a campus-wide level and isn't specifically directed at any single individual. That said, the college may request, through Human Resources and/or Public Safety, monitoring a specific employee for a specific reason.

Internet

All system users shall consider that their communications can create the same impression as a memo printed on Cincinnati State letterhead.

Each user has a responsibility to ensure that when using the Internet in their job that any communications are in accordance with the nature and context of the respective job responsibilities. Any violation of the rules shall subject a user to disciplinary action, up to and including termination. A few rules are listed below, among others:

- Do not visit sites that contains inappropriate content
- Do not download software unless it is approved by Information Technology Services
- Do not download content that violates copyright laws

Violations

Any employee found to have violated Cincinnati State policy related to access or use of Cincinnati State communications services will be subject to disciplinary action up to and including termination.

In addition, subject to local, state or federal laws, employees could face criminal charges resulting in a fine or imprisonment.