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Policy Name: Employee Portal Announcements

Policy Number: J-7

Functional Area(s) Responsible: Information Technology

Owner(s) of Policy: Information Technology

Most Recent BOT Approval Date: Fall 2017

Most Recent Review Date: Spring 2025

Most Recent Review/Revision Type: ☐ none ☒ minor/non-substantive ☐ substantive/extensive

Policy Statement:

The Employee Announcements section of the FLCC Employee Portal website is provided for the general purpose of disseminating FLCC business related announcements to employees to support legitimate college functions and purposes. The Employee Announcements section is for announcements only and is not to be used as a discussion group. All content should conform to the Acceptable Use definition (below) and be consistent with the College's Electronic Messaging policy.

The IT Division provides and manages account access to the Employee Portal. Access to the announcements portion is granted to all employees and dependent on adherence to this policy. Failure to comply with the policy may result in loss of access to the announcements portion of the Employee Portal. The IT Division may remove non-complying announcements.

Reason(s) for Policy:

To inform employees about appropriate use of the Employee Portal.

Applicability of Policy:

This policy applies to all College employees.

Definitions:

- **Acceptable Use:** Announcement content must
 - be accurate, concise, and coherent
 - be FLCC business-related
 - be appropriate for the general FLCC employee population
 - demonstrate common sense, decency, civility, and respect for the rights of others
- **Unacceptable Use:** Includes, but is not limited to, posting announcements
 - for any purpose not related to FLCC business
 - for personal gain, including the sale of personal items, except as part of College-sponsored activities
 - for partisan political purposes
 - to distribute frivolous messages or jokes
 - to advertise an event or emphasize an announcement that has an existing posting; only one active posting per event or announcement is permitted at a time
 - to refute or point out errors in existing announcements
 - with content that is harassing or unlawful
 - in any manner which violates any federal, state, or local law

Related Documents:

- FLCC Electronic Messaging Policy
- FLCC Network Usage Policy

Procedures:

None

Forms/Online Processes:

None

Appendix:

None