6.0 RESPONSIBLE USE AND EMAIL POLICIES

This document was created to assist the faculty, staff, and students of Bluegrass CTC with accessing the Information Technology Services technical resources. It is intended to be used as a guideline when requesting technical services such as reporting a problem, submitting a technology purchase request, and requesting telephone services.

The information contained herein has been reviewed by Bluegrass CTC Vice President of Information Technology and all contributions are reflected in the content. To ensure these guidelines remain consistent with the Bluegrass District mission statement, they will be reviewed on a regular basis. Revisions, additions, and updates will be considered and added based on the Vice President's approval.

In addition to these guidelines, KCTCS has adopted and approved institutional computer usage policies. All employees and students are required to adhere to all KCTCS computer usage guidelines. The web address for these policies is:

KCTCS Information and Information Technology Responsible Use Policy

http://legacy.kctcs.edu/employee/policies/volumeII/4_2_5.pdf

KCTCS E-mail Policy

http://legacy.kctcs.edu/employee/policies/volumeII/volII3-3-21.pdf