**Policy Name:** Intranet/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 2023

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

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## Policy Statement:

The Employee Announcements section of the FLCC intranet/Employee Portal 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 Intranet/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 Intranet. The IT Division may remove non-complying announcements.

## Reason(s) for Policy:

To inform employees about the appropriate use of the Intranet.

## 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
- have an expiration date set by the poster not to exceed the date of the event, with 15 days recommended as a guideline
- demonstrate common sense, decency, and 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:**
None

**Procedures:**
The IT Division will provide and manage account access to the Intranet/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 Intranet.

In addition, the IT area may remove non-complying announcements. Access to post documents and/or Wiki contributions to Division, Departmental and Team portions of the Intranet are subject to the approval of the Division, Department, Office or Team leader responsible for that area.

Requests for access to edit and post materials on these portions of the Intranet should be made through the IT Helpdesk at helpdesk@flcc.edu or (585) 785-1419.

**Forms/Online Processes:**
None

**Appendix:**
None