

Policy Statement

The Employee Announcements section of the FLCC intranet 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 Intranet. 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 for Policy

To inform employees about appropriate use of the Intranet.

Applicability of the 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

- FLCC Electronic Messaging Policy
- FLCC Network Usage Policy

Review dates/action taken:

- September 2011: original approval date
- Fall 2012: no policy revisions
- Fall 2014: remove one related document

Procedure

The IT Division will provide and manage account access to the Intranet. 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@ficc.edu or (585) 785-1419.

Forms/Online Processes

- None

Appendix

- None

Review dates/action taken:

- September 2011: original effective date
- Fall 2012: review
- Fall 2014: non-substantive revisions
- Fall 2017: non-substantive revision