

## Information Technology - Documentation and Directives

The Mohave Community College [Policy & Procedure Manual](#) is available online. The following directives are included in that manual.

- Privacy
- Electronic Messaging Standards of Acceptable Use
- MCC E-mail Account Life-Cycle

The Mohave Community College [Information Technology – Acceptable Use of Information Technology](#) guidelines are available on line as well.

Additional documentation pertaining to the use of Information Technology at Mohave Community College is referenced below:

- Communication Plan
- House Bill 2498, State Employee Computer Usage
- Microsoft Software Home Use program
- IT Security Manual (currently under review/revision)
- Internet Acceptable Use Guidelines (currently under development)

## IT Communication Plan

The Information Technology Communication Plan is a tool to inform the college community on specific events, planned or unplanned, that impacts the college community and requires some action on the part of the Information Technology department. Each event is subdivided into specific sub-events and identifies the:

- Audience that must be communicated with
- Methods of communication
- Time frames for communication initiation, continuance and termination
- Parties responsible for each step in the communication process

The purpose of this plan is:

- To provide a reference for the communications efforts of the Information Technology department
- To communicate to the college community how and when the Information Technology department will inform them about specific events setting expectations that match their need to know how the IT department supports their function

This communications plan is prepared by within the IT department and approved by the Chief Information Officer. As technology changes at the college and policies and practices are modified to support that technology the communication plan will be modified.

## House Bill 2498, State Employee Computer Usage

Bill 2498, approved by the governor on April 17, 2003, mandates that state employees and users of state resources,

*“Except to the extent required in conjunction with a bona fide, agency approved research project or other agency approved undertaking, may not at any time knowingly use agency owned or agency leased computer equipment or infrastructure to access, download, print, or store any information infrastructure files or services that depict nudity, sexual activity, sexual excitement or ultimate sexual acts as defined in section 13-3501.”*

*“An employee who violates this section performs an act that is cause for discipline or dismissal of the employee and for an employee in state service is considered misuse or unauthorized use of state property pursuant to section 41-770.”*

A full copy of the legislation can be reviewed by [clicking here](#).

## Microsoft Software Home Use Program

Mohave Community College (MCC) has purchased the Microsoft Campus Agreement (MCA), which allows permanently employed faculty and staff to use approved software on their personal computers for school-related purposes. This allows faculty and staff to obtain copies of the installation media.

To take advantage of this program please email your request to the IT Help Desk at [helpdesk@mohave.edu](mailto:helpdesk@mohave.edu) with the subject line of **“Microsoft Software HUP”** and the request will be routed to the appropriate staff to fulfill your request.