

Policy: _____
Responsible for Policy: Information Technology

Policy Number: ____
Approval Date: Fall 2017

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.

To inform employees about appropriate use of the Intranet.

This policy applies to all College employees.

- 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
 - 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

- FLCC Electronic Messaging Policy
- FLCC Network Usage Policy

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

