

BP 3720**ELECTRONIC COMMUNICATIONS POLICIES AND PROCEDURES**

Employees and students who use District electronic communication resources and the information they contain and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President, in a manner consistent with District Policy 1200 on Shared Governance shall establish procedures that provide guidelines to students, administrators, faculty and staff for the appropriate use of information technologies. The procedures shall include provisions that users must respect copyrights and licenses, respect the integrity of information resources, refrain from seeking unauthorized access and respect the rights of other electronic communications users.