

Polk State College Procedure

Subject	Reference	Date	Number
Technology Services Manual for Polk State College	FS 1001.65 (17) 1B-26.003 FAC	1/05/2016	6089

I. Purpose

To provide specific guidelines and processes for technology use; ensure a safe and secure electronic working environment; and to protect electronic student, financial, facility and personnel data of Polk State College.

II. Objective

To provide a guidelines for the safe and secured use of college data and technology resources.

III. Procedure

The Polk State College Technology Services Handbook contains technology guidelines and processes and standard operating procedures to be used in the work environment.

A copy of the publicly available portions of the handbook is available electronically via the College Intranet. Additional, protected information and technology security measures are included in the inclusive handbook will be available via request to authorized individuals through the Office of Technology Services.

History: Adopted: January 5, 2016
Revised:

<i>Woni Rose Boyer</i>	1/5/16	<i>Woni Rose Boyer</i>	1/5/16
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Eileen Holden</i>			1/6/16
President's Approval			Date