

EMERGENCY PROCEDURES

Stay on the scene and have someone call 911 from a campus/district telephone, and then notify campus security/public safety personnel that emergency personnel are en route. Afterwards, notify the campus provost. See “Protocol for Medical Emergency” in the Appendix (page 50) for specific procedures and phone numbers.

EMERGENCY CALLS FOR STUDENTS

1. The person receiving the call should ascertain the nature of the emergency.
2. The person receiving the call should take down the student's name, social security number (if possible), the caller's name, phone number, and any other pertinent information.
3. The person receiving the call should contact the Admissions and Records Office with the above information.
4. The Admissions and Records Office will get a message to the student in class and facilitate the student's follow-up.
5. If appropriate, the Admissions and Records Office will contact the original caller to let him/her know whether or not the student has been notified.

If the Admissions and Records Office is closed, the Information Center receptionist should be notified. The receptionist, along with campus security/public safety personnel, will follow the procedures listed above. If a class is temporarily meeting at another location, the instructor should post a notice at the original location advising of the temporary location with room number, time, and date.

INJURY/ACCIDENT ON CAMPUS

First-aid kits are located throughout the campuses and are available for minor injuries that occur on campus. A list of employees certified in CPR and basic first aid is maintained at the Information Center at all campuses. For more serious injuries or accidents on campus, see “Emergency Procedures” on this page.

LOSS OR DAMAGE ON CAMPUS PROPERTY

Students, faculty, or staff experiencing loss or damage on campus property, including accidents on campus parking lots, should notify Campus Security/Public Safety at 5555 from any district phone or 972.578.5555. If the accident involves an injury, the emergency procedures listed on page 50 will be followed.

FIRE ALARMS/DOOR ALARMS

In the event that the fire alarm sounds, plant operations staff should be notified of the location of the alarm and any other pertinent information. Students, faculty, and staff should follow evacuation procedures as posted in all classrooms and major hallways or as announced on the loudspeaker.

Reports of door alarms sounding can be made directly to plant operations personnel or to the information center receptionist who will contact plant operations with the location of the alarm and other pertinent information, when available.

EMERGENCY CLOSING OF THE COLLEGE

If classes are cancelled, the announcement will be made through the college's website www.ccccd.edu as well as local radio and television stations. A decision to cancel classes will usually be made by 3 p.m. for evening classes and by 6 a.m. for day classes.

Radio Stations:

KRLD 1080 AM	KLIF 570 AM	WBAP 820 AM
KDGE 102.1 FM	KDMX 102.9 FM	KEGL 97.1 FM
KERA 90.1 FM	KHKS 106.1 FM	KHYI 95.3 FM
KLTY 94.9 FM	KLUV 98.7 FM	KOAI 107.5 FM
KSCS 96.3 FM	KVIL 103.7 FM	KYNG 105.3 FM

Television Stations:

KDW Channel 4	KTVT Channel 11
KXAS Channel 5	WFAA Channel 8

■ FACULTY RIGHTS AND RESPONSIBILITIES

ACADEMIC FREEDOM AND RESPONSIBILITY

All CCCCD faculty members are entitled to work in an atmosphere of academic freedom and bear a concomitant dedication to academic responsibility. The Faculty Senate subscribes to the principles expressed in the statement of Academic Freedom and Responsibility adopted February 19, 1982, by the Texas Junior College Teachers' Association (now Texas Community College Teachers' Association).

The college accepts the responsibility to encourage faculty and staff to exercise their First Amendment freedoms and to protect against acts which deny freedom of speech, and the related freedoms to be heard, to study, to teach, to administer, and to pursue scholarly activities.

Faculty members acknowledge their responsibility to maintain professional competence in their fields of specialization and be committed to effective teaching and student service.

CONFLICT OF INTEREST POLICY

The following policies govern the conduct of CCCC CD faculty in regard to outside employment, consulting, professional activities, and use of college resources.

Full-time employment by CCCC CD involves the commitment of the individual's professional time, energy, and primary loyalty to the college. Consulting, professional activities, or other outside employment must not impair the individual's ability to fulfill his/her duties at the college.

Outside employment of any full-time or associate faculty member must not conflict with the individual's obligation to CCCC CD. Faculty must avoid conflict of interest in all instances of outside employment and consulting.

A full-time or associate faculty member of CCCC CD will not accept a student as a client during a semester in which the student is enrolled in his/her class. The dean of the faculty member's division may grant an exception, in writing, for a specific instance. This written exception should remain on file in the Human Resources Office.

Full-time and associate faculty will not advertise their services while instructing students or while performing other duties as a faculty member.

Faculty will use resources of CCCC CD to support the educational objectives of the college. A faculty member will not use facilities, support staff assistance, office supplies and equipment, or other CCCC CD resources for personal gain; such use of CCCC CD resources for personal gain is a violation of college policy and state law. CCCC CD recognizes that certain professional activities, such as the writing of scholarly articles and books, can be very beneficial to the individual and to the college. CCCC CD encourages such professional activities; these activities, however, are in addition to the faculty member's full-time effort expected by the college and are not to be accomplished by using college-paid support staff assistance.

A faculty member shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the faculty member's discharge of assigned duties and responsibilities.

A faculty member may not solicit, agree to accept, or accept an honorarium in consideration for services that the employee would not have been requested to provide but for his/her official position or duties. (Texas Penal Code, Section 36.07 - Class A Misdemeanor). Thus, for example, an employee may not take a

speaker's fee for speaking in his/her official capacity or accept a fee or gift for any service that he/she would not have been asked to provide, but for the individual's official position with CCCC CD. It is permissible to accept food, transportation, and lodging in connection with a speech or other service performed in an official capacity which is not reimbursed by CCCC CD.

A faculty member shall not have a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of the college.

A faculty member who believes he or she has or may have a conflict of interest shall disclose the interest to the president or designee, who shall then take whatever action is necessary, if any, to ensure that the college's best interests are protected. Requests for exceptions to the Conflict of Interest policy must be forwarded in writing, in advance, for review and consideration by the appropriate supervisors and the college president.

INTELLECTUAL PROPERTY RIGHTS

The ownership of any materials, inventions, or processes developed solely by a faculty or staff member's individual effort and expense shall vest in that individual and be copyrighted, if at all, in that person's name.

The ownership of materials, inventions, or processes produced solely for the college and at college expense shall vest in the college and be licensed, if at all, in its name.

In those instances where materials, inventions, or processes are produced by a faculty or staff member with college support, by way of the use of significant personnel time, facilities or other college resources, the ownership of the materials or processes shall vest in (and be copyrighted or patented by, if at all) the person designated by written agreement between the president and the faculty or staff member prior to production. In the event no such written agreement exists, the ownership shall vest in the college.

Disclosure of Scientific and Technological Developments

Collin County Community College District reserves the right of disclosure of any college-owned scientific and technological developments, including inventions, discoveries, trade secrets, computer software, materials, and processes.

Those scientific and technological developments that are developed solely by a faculty or staff member's individual effort and expense will be disclosed at the discretion of that individual.

Guidelines and Licensing Responsibilities for Intellectual Property

It is the responsibility of the party(ies) having ownership of the material, invention or process developed (including discoveries, trade secrets, and computer software) to secure any licenses, copyrights, or patents.

Equity in Management Participation on the Part of the Inventor(s) in Business Entities that Utilize Technology Created at Collin County Community College District

Any equity in management participation on the part of the inventor(s) in business entities that utilize technology created at CCCCD will be by agreement between the parties involved prior to such utilization.

CCCCD COPYRIGHT STATEMENT

The faculty of CCCCD must adhere to the parameters for use of copyrighted works established by the United States Copyright Act (1976) and the Digital Millennium Copyright Act, set forth at 17 U.S.C. Sec. 101 et seq., and its associated regulations, set forth at 37 CFR Chapter II.

In particular, the faculty member agrees to adhere to the following:

1. A faculty member may use a copyrighted work and may reproduce the work in multiple copies, solely for purposes of teaching, classroom use, scholarship, or research.
2. A faculty member agrees to obtain, or to have the student obtain, the permission of the appropriate party (whether the author, publisher, or otherwise) prior to permitting a student to:
 - (A) use a copyrighted work in any manner by which the work may be disseminated outside of classroom use;
 - (B) incorporate all or a portion of a copyrighted work into a new work that may be disseminated outside of classroom use;
 - (C) scan, copy, photograph, modify, or otherwise reproduce or use copyrighted images, text, or sounds in any manner by which the results may be disseminated outside of classroom use.
3. With respect to work created in whole or in part as a part of classroom instruction, a CCCCD faculty member must approve in writing, and in advance, the use by any party of the work outside of CCCCD internal activities. This restriction includes, without limitation, any works submitted for awards, publications, or third party use outside of CCCCD.

4. With respect to work created whole or in part by CCCCD faculty, please refer to the “Intellectual Property Rights” section on page 35 of this publication.
5. A student who creates or participates in the creation of a work as part of classroom instruction may use the work for inclusion in his/her portfolio or for informational purposes of demonstrating the student’s skills or accomplishments.
6. If a faculty member is unsure of the copyright status of an existing work, he/she will assume that the work is protected by copyright and take the steps set forth above.

To obtain a copyright brochure with more detail or for questions regarding the above policies, contact John Mullin at 972.377.1575 or <http://iws2.ccccd.edu/tlc/TechnologyLearning/copyright.asp>.

■ APPROPRIATE USE OF TECHNOLOGICAL AND INFORMATION RESOURCES

Technological and information resources are defined to include data, records, software, facilities, equipment, storage media, networks and network services, remote access and electronic voice, video, and multimedia communications.

POLICY

CCCCD technological and information resources are provided to allow faculty, staff, and students to pursue the central educational mission of CCCCD and are to be used to the extent that they promote that mission—either directly in teaching and research or indirectly in supporting the offices that maintain CCCCD operations. Incidental personal use that does not otherwise violate this policy or have an adverse effect on college resources is permitted. Technological and information resources are to be accessed and utilized in an ethical manner consistent with the institution’s core values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity.

All users of technological and information resources are to adhere to legal and professional standards, support the mission, and act in the best interests of CCCCD. All users of technological and information resources are responsible for the protection of CCCCD assets and for the accuracy, integrity, and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person,

institution, or company within or outside CCCC. While CCCC encourages the exploration of educational and scholarly interests through the use of its technological resources, respect for the rights and privacy of others must be observed. Those who are authorized to access confidential files must respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

All users of CCCC technology resources are to comply with the following policies, procedures, and security controls.

ACCESS

Many of the technological and information resources of CCCC may be accessed by all employees and students of CCCC and by the public as well. However, access to some resources is restricted. The appropriate administrators determine and authorize the appropriate degree of access.

Users are to take precautions to prevent the unauthorized use of their access codes. In choosing access codes, users are to avoid the use of common words, proper names, readily associated nicknames or initials, and any other letter and/or number sequences that might easily be guessed. Users will be held accountable for all actions performed under their access codes, including those performed by other individuals as a result of user negligence in protecting the codes. Users are responsible for changing access codes on a regular basis. If access codes become compromised, users are to change them immediately.

Users are not to attempt to access, search, or copy technological and information resources without the proper authorization. No one is to use another individual's account without permission, and active sessions are not to be left unattended. The provision of false or misleading information in order to gain access to technological and information resources is prohibited. Users are not to test or attempt to compromise internal controls, even for purposes of systems improvement. Such actions require the advance, written approval of the authorized administrator, or must be included among the security evaluation responsibilities of one's position. Violations are to be reported to the Chief Information Systems Officer in the Office of Information Technology.

PROTECTING CONFIDENTIALITY

No user is to disclose confidential information unless disclosure is a normal requirement of that user's position and has been so authorized. All users with access to confidential data are to safeguard the accuracy, integrity, and confidentiality of that data by taking precautions and performing office procedures necessary to ensure that no unauthorized disclosure

of confidential data occurs. Such precautions and procedures include the secure storage of data backups and the protection of sensitive data with access codes. (For information regarding the confidentiality of student educational records, please refer to the *CCCC Student Handbook* or contact the Registrar).

PRIVACY

For purposes of this policy, privacy is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by others. CCCC recognizes that individuals have a substantial interest in and reasonable expectation of privacy. Accordingly, CCCC respects the privacy rights of all users of CCCC technology resources.

CCCC will not monitor users' private electronic data, software, and communications files as a routine matter. Users should note that some electronic files are copied to backups and stored for indefinite periods in centralized locations. In such instances, user deletion of an electronic file, such as an e-mail message, may not delete a previously archived copy of that file. It is a violation of CCCC policy for any member of the CCCC community to engage in electronic "snooping," or to use technological resources for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to such files.

CCCC reserves the right to access and to disclose the contents of an individual's electronic data, software, and communications files, but will do so, after obtaining the proper approvals, only when a legitimate need exists and the urgency of the need is sufficiently strong to offset CCCC's commitment to honor the individual's privacy. Such grounds might include, but are not limited to: (1) maintaining system integrity (e.g., tracking viruses); (2) protecting system security; (3) investigating indications of impropriety; (4) protecting CCCC's property rights; and (5) meeting legal obligations (e.g., subpoenas and open records requests).

COPYRIGHT ISSUES

Copyright is a form of protection the law provides to the authors of "original works of authorship" for their intellectual works that are "fixed in any tangible medium of expression," both published and unpublished (Title 17, United States Code). It is illegal to violate any of the rights provided by the law to protect the owner of a copyright. CCCC respects the ownership of intellectual material governed by copyright laws. All users of CCCC technology resources are to comply with the copyright laws and the provisions of the licensing

agreements that apply to software; printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed and/or purchased by CCCC CD or accessible over network resources provided by CCCC CD. Individual author, publisher, patent holder, and manufacturer agreements are to be reviewed for specific stipulations.

In compliance with the requirements of the Digital Millennium Copyright Act of 1998 (DMCA), any user of CCCC CD technology resources who violates the digital copyright laws for the first time will be reminded of the laws, and the software or licensing violations will be removed. A second violation will result in removing the software or licensing violations, retraining of the user in copyright procedures and taking appropriate disciplinary action. A third violation will require CCCC CD to remove the user's network and Internet access and take further disciplinary action which may include termination of CCCC CD employment or student status.

All technological resources developed by CCCC CD employees, students, and contractors for use by CCCC CD or as part of their normal employment activities are considered "works for hire." As such, CCCC CD is considered the "author" and owner of these resources. (For information regarding Intellectual Property Rights, refer to the Faculty and Staff Handbook).

INTEGRITY AND PROTECTION OF TECHNOLOGICAL AND INFORMATION RESOURCES

Viruses

It is the responsibility of the user to ensure that any imported or exported executable code or data are free of any destructive code, such as a virus. To this end, every precaution is to be taken by the user, and the Office of Information Technology is to be consulted for related information and software.

Backups

It is the responsibility of the appropriate administrator or network administrator to ensure that appropriate procedures and resources are in place to backup data on a regular basis. Backups are to be stored in a location that is physically secure to protect the confidentiality of the data. It is the responsibility of the individual user to perform any actions necessary to comply with these procedures.

Physical Security

All users are responsible for the physical security of their technological and information resources. Administrators are to

help ensure physical security by instituting procedures for the use of locked doors and/or for the use of the security devices made available by CCCC CD for the protection of equipment. To avoid loss by fire or theft, backups of important data are not to be stored in the same location as the originals. Adequate power regulators and surge suppressers are to be used.

CCCCD Property

Technological and information resources that are the property of CCCC CD are not to be copied, altered, manipulated, transferred, retained, or removed from campus without written authorization from the appropriate administrator. The location of each physical resource is to be entered in the CCCC CD Capital Equipment Inventory System and updated as necessary.

PERSONAL USE OF COLLEGE TECHNOLOGICAL RESOURCES

Authorization for the personal use of CCCC CD technological resources by employees is to be determined on an individual basis by, and at the discretion of, the appropriate administrator. The use of CCCC CD technological resources, including the network, for a revenue generating activity that benefits an individual employee is strictly prohibited. Personal telephones and data connections in student housing are considered to be part of the private residence. Student use of these and other CCCC CD technological resources that intrudes on general CCCC CD use or that utilizes significant resources is prohibited.

MISUSE OF TECHNOLOGICAL AND INFORMATION RESOURCES

The use of CCCC CD technological and information resources, and the resources themselves, are not to be abused in any way. Users are not to attempt to alter the restrictions associated with their accounts or to attempt to breach internal or external security systems. Moreover, users are not to impersonate other individuals or to misrepresent themselves in any way when using CCCC CD technological resources.

Users of network resources are prohibited from engaging in any activity that is proscribed by federal and/or state law. In addition, the network is not to be used for criminal purposes or, for example, to post another individual's credit card numbers or personal access codes. External networks (e.g., NEXUS, the Internet, and bulletin boards) are also to be used in an ethical, responsible, and courteous manner, and all users are to adhere to the policies of these services.

CCCCD technological and information resources are not to be used in a manner that is invasive or that diminishes their efficiency. One example of such usage involves the broadcast function. Although current technology enables users to broadcast messages to all members of the CCCC CD community

simultaneously, the use of this technology is restricted to official CCCCDD activities. Any non-work related broadcasts of general interest to the college community (such as birth and wedding announcements) are to be posted to the CCCCDD General Information GroupWise folder (CCCCDD Announcements). Notices involving monetary transactions or those that are inappropriate or illegal are not to be posted using college technological or information resources as defined in this policy.

INAPPROPRIATE MATERIAL

Users are to exercise caution and good judgment in accessing material using CCCCDD network resources. Material which includes language and actions that would constitute a hate crime (including language that is racist or anti-Semitic, etc.) or fighting language, or visual material that creates a hostile working environment should be accessed only for legitimate academic and administrative purposes, and in an environment and manner that will not negatively affect third parties, including printing such information on public printers or forwarding it to others without their consent.

Communications from users of CCCCDD technology resources are to reflect civility and our core values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity. Therefore, the use of CCCCDD technological resources for creating, viewing or sending

nuisance, harassing, or pornographic materials or messages is prohibited. The determination of what is pornographic or what constitutes a hate crime, fighting words or visual material that creates a hostile working environment is within the sole discretion of CCCCDD for application of the college's disciplinary policy.

REPORTING VIOLATIONS

Violations of this policy are to be reported to the appropriate supervisor, director, dean, or other responsible person. Depending on the nature of the violation, the appropriate administrator may include the responsible Vice President or Provost, the Chief Information Systems Officer, or the Associate Vice President of Organizational Effectiveness and Human Resources.

Alleged violations will be investigated and, if substantiated, addressed in accordance with appropriate college performance documentation processes.

CCCCDD will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any kind of computer or systems misuse as described in this policy may be subject to disciplinary action, including the loss of computer privileges, suspension, and/or termination from CCCCDD, and appropriate criminal prosecution, if warranted, under the applicable state and/or federal laws. Whenever CCCCDD deems it appropriate, restitution may be sought for any financial losses sustained by CCCCDD or by others as a direct result of the misuse.