

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV H-7
How Do I Know if I can Access Other Internet Based Sites from the College Network Computers?		

A. How Do I Know

How do I know if I can access other internet based sites from the College Network System?

1. The College network resources, including those used to gain access to Internet-based sites are only to be used for the express purpose of performing administrative or academic work-related duties. This policy is to ensure the effective use of networking resources and shall apply equally to all employees. Direct supervisors may approve the use of network resources beyond the scope of this limited access policy when said use meets the following conditions:

The intended use of network resource(s):

- a. Is incidental.
 - b. Does not interfere with the employee's regular duties.
 - c. Serves a legitimate college interest.
 - d. Is for educational purposes and within the scope of the employee's job function.
 - e. Does not break any local, state, or federal laws.
 - f. Will not compromise network integrity.
2. When accessing Internet-based Web sites on or off campus, while at work, employees are to use a Web browser that meets the College (District) standard. This standard requires the use of the following configuration:

No unauthorized plug-ins or applets.
 3. These settings are to insure that the employee does not inadvertently load a malicious application while browsing Internet Web sites. Failure to comply with these security settings can result in the loss of Internet privileges. Web browser software should only be installed by staff from the Information Technology Department. In order to maintain proper software licensing, employees are prohibited from retrieving browser software or upgrades from any other source. Anyone who needs clarification on the approved browsers should contact the staff from the Information Technology Department. Ref: http://www.laccd.edu/admin_regs/ **Administrative Regulations B-28.**

