



# A QUICK GUIDE:

## LACC TECHNOLOGY RESOURCES, POLICIES & GUIDELINES

Published by the Instructional Technology Committee

The complete document is available at the LACC web site:  
<http://www.lacitycollege.edu/facstaff/itc/>

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### I. Proper Use of College Computing Facilities

All employees and students using college computing facilities are expected to adhere to district as well as college rules, regulations and policies. Administrative regulation E76 was issued on March 19, 1986 by the LACCD Educational Services Division. This regulation spells out the responsibilities of every employee and student while using district/college resources. All employees and student are expected to use college resources responsibly and ethically. This includes respecting the rights and privacy of others. The computing resources were provided "to facilitate education, research, academic development and service to the public. All faculty, staff and students will be required to sign an electronic and or a hard copy computer usage agreement form. The complete E76 administrative regulation is available at:

[http://www.laccd.edu/admin\\_regs/documents/ERegs/E-76.doc](http://www.laccd.edu/admin_regs/documents/ERegs/E-76.doc).

### II. LACC Email Policies and Guidelines

- Electronic mail is for college related activities only.
- All employees of LACC as part of their professional responsibilities are expected to take action on their campus email in a timely manner.
- Users will be given notice when a mailbox exceeds the storage limit of 30 MB.
- Email that is over 90 days old and has not been sent to folders on the hard drive either automatically or manually will be deleted. This will include all server-stored email messages found in the Inbox, Sent Items, Draft, and Deleted Items folders.

To limit excessive e-mail notices being posted to a mailbox, users are expected to adhere to the following:

- Exercise restraint when using campus/district distribution lists.
- Respond only to the original sender rather than to all.
- Refrain from sending large file attachments (graphics, sound files, movie files). If it is necessary to transmit a large file attachment, use a public folder.
- Refrain from sending harassing, intimidating and/or threatening messages through electronic mail or other means;
- Refrain from sending mass advertisements or solicitations; or political mass mailings as defined by the Fair Political Practices Commission;  
Report violations to a supervisor and/or [postmaster@lacitycollege.edu](mailto:postmaster@lacitycollege.edu).

### III. Electronic Mail Accounts

#### • Faculty and Staff

All currently employed faculty (fulltime and part time) and clerical staff are provided with an email account. The email address format is as follows:

[username@lacitycollege.edu](mailto:username@lacitycollege.edu). The username is composed of *the first 6 letters of the employee's last name plus the first name initial and middle name initial* (as it appears in the district employee database), a maximum of 8 letters. The default password is the employee number.

#### • Students

Each currently-enrolled student will be given an email account. All accounts will be deleted at the end of each semester. The email address format is as follows: [username@email2.lacitycollege.edu](mailto:username@email2.lacitycollege.edu). The username is composed of *the first two letters of the first name plus the first two letters of the last name plus the last five digits of the student's identification number*. (Example: John Smith, ID 123-45-6789 would have a username of **josm56789**.) The default password is the two numbers of the month and day of the student's birth date. (Example: Birth date of **August 31**, the password is **0831**.)

#### **IV. LACC Web Policy**

LACC websites shall reflect positively the image of quality to which the college adheres. To view the complete Web policy visit, [http:// www.lacitycollege.edu/facstaff/itc/webpolicy.html](http://www.lacitycollege.edu/facstaff/itc/webpolicy.html)

#### **V. Technology Resources**

- Teaching Learning Center is the technology training and resource location for faculty and staff at LACC. Workshops, tutorials, and personal assistance are provided. Open extended hours to faculty and staff for Internet access, seminars and training, and development projects
- Library has computers and printing available throughout the building with priority usage for student research. Access is available to the Library book catalog, electronic databases, the Internet, and Microsoft Word.
- All-College Computer Lab is open to all students in all disciplines. Internet Access is available from all work stations.

#### **VI. Assistive Technology**

- LACC strives to provide assistive technology in each of the academic computer labs, the provisions may include, but are not limited to adaptive computer program access and adaptive computer equipment access.
- The High Technology Center (HTC) provides access to adaptive computer modifications and computer training allowing full participation in all college programs on campus.

#### **VII. Copyright**

The Los Angeles Community College District does not condone the illegal use or reproduction of copyrighted materials in any form. Persons who willfully disregard copyright policy do so at their own risk and assume all liability.

#### **Technical Help Desk**

The Technology and System Support (TSS) Department provides technical support to the instructional program as well as to the offices that provide services to students, faculty and staff. To ensure timely and efficient response to requests, all students, faculty and staff are encouraged to call (323) 953-4000 ext. 2049 or send an email to [tsshelpdesk@lacitycollege.edu](mailto:tsshelpdesk@lacitycollege.edu).