AIKEN TECHNICAL COLLEGE
POLICY

Policy Title:	INFORMATION SYSTEMS MANAGEMENT SERVICES	Policy Number: 4-4-108
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy:		
Associated ATC Procedure:	4-4-108.1; 4-4-108.2	

Approved: Susan A. Winsor
President

Carlos Garcia
Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 03/10/2008

It is the policy of Aiken Technical College to provide an Information Systems Management process that will be responsive and dependable and will permit the College to collect, store, retrieve, and manipulate the data necessary for operations, reporting, and sound decision making. Computer resources are provided to the faculty and students for administrative and instructional purposes.

It is also the policy of Aiken Technical College to ensure and protect the integrity of the Information Systems Network as outlined in procedure 4-4-108.1 and to comply with the principles governing the responsible use of computer, network, and internet services as outline in procedure 4-4-108.2.

A primary goal of the Information Systems Management (ISM) Department is to identify, secure, and maintain the hardware and software necessary to allow both the instructional and administrative computer functions to be performed with a minimum of delay and down time. In addition it shall be the responsibility of the ISM Department to provide instruction and assistance in the use of hardware and software.

First priority for computer usage will be given to the instructional needs of the College. If necessary, administrative functions will be curtailed to ensure the availability of computing resources to the faculty and students.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2011		