

Monroe County Community College
Digital Communications

Policy Type: District Policy

Policy Title: Digital Communications

Who Does the Policy Affect: Administrators, Faculty, Staff, and Students

Purpose: The purpose of this policy is to establish the guidelines for proper digital communications. This policy is meant to set standards of what is appropriate and in-appropriate use of college communication platforms.

Overview

Effective communications are vital to the smooth operations of the college. This Policy will govern proper use of the various platforms used to communicate digitally both internally and externally.

E-mail

E-mail communication has become a primary communication resource. It must be used in a professional manner to protect the college from both legal consequences and reputation issues. E-mail should not be used for non-college related correspondence. All e-mail should conform to procedure 9.06a.

Instant Messaging

Instant messaging has become a highly efficient means of communication. This form of communication should primarily be utilized for messages between employees. The college operates a messaging platform (currently Microsoft Teams). The college-maintained system should be the only platform utilized for college business.

Voice and Video Calling

The college manages a platform to provide traditional voice calling and modern video calls. This is the official platform to conduct college business on. Unless there is an emergency where the system is unavailable all college business should be conducted over the system (currently Microsoft Teams). This provides a consistent means to communicate both internally and externally that helps official business to be generated through published and known college resources and identified telephone number blocks. Please note: this does not cover digital meeting rooms for clarification.

You may request from the president to utilize your personal phone number for communications. If this request is granted your business cards should include the cell number in use, and you must be willing to allow appropriate college staff access to your phone if an incident occurs that requires investigation.