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BOARD POLICY

3715

COLLEGE OF THE SEQUOIAS CCD

General Institution

INTELLECTUAL PROPERTY

The Superintendent/President shall develop procedures that define the rights, interests, protection and transfer of intellectual property created by the District employees and students.

See Administrative Procedures 3715.

BP/AP APPROVAL PROCESS					
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bratsch; General Institution	SM; 9/2/21	30 Day; 9/10/21	SM; 10/14/21	DGS; 10/26/21	Board; 11/8/21; 12/13/21

Ref.: 17 USC 101 et seq.; 35 USC 101 et seq.; and 37 CFR 1.1 et seq.
Originally adopted as Board Policy 8015 on January 21, 1080
Adopted: April 9, 2007

COMPUTER AND NETWORK USE

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others.

The Superintendent/President shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. In addition, the liability of insurance protection of the District shall not extend to employees who are judged guilty by a court of law having violated copyright laws.

See Administrative Procedures 3720.

BP/AP APPROVAL PROCESS					
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bratsch; General Institution	SM; 9/2/21	30 Day; 9/10/21	SM; 10/14/21	DGS; 10/26/21	Board; 11/8/21; 12/13/21

Ref.: Educ. Code Section 70902; 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Govt. Code Section 3543.1(b)

Originally adopted as Board Policies 3090 and 8021 on April 17, 1989
 Adopted: April 9, 2007

WEBSITE

College of the Sequoias **Community College District (“District”)** supports and encourages the use of the Internet for information sharing and collaboration. The Superintendent/President, or designee, shall ensure that there is clear guidance for the creation and maintenance of a robust web presence as a part of the District’s ongoing effort for institutional improvement and effectiveness. The District website pages will have a consistent design to promote ease of navigation and a user-friendly environment and comply with fair use guidelines. The District will work collaboratively with faculty, staff, and students to ensure that all pages follow best practices for webpage accessibility and design. Each page will comply with District guidelines for accessibility. Only official District websites will carry the “COS.EDU” domain and be eligible for District or Grant funds.

COS **District** employees who create, operate and/or maintain unauthorized or non-sanctioned COS **District** websites may be held personally liable for any criminal and/or civil violations of the law that may arise from such websites.

Reference:

- Education Code Section 70902
- USC Code Title 17 Section 101 et seq
- Penal Code Section 502
- California Constitution Article 1 Section 1
- California Government Code Section 3543.1(b)
- California Government Code Section 11135
- Rehabilitation Act of 1973 Section 508

Adopted: June 19, 2013

BP/AP APPROVAL PROCESS					
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bratsch; General Institution	SM; 9/2/21	30 Day; 9/10/21	SM; 10/14/21	DGS; 10/26/21	Board; 11/8/21; 12/13/21

CLAIMS AGAINST THE DISTRICT

Any and all claims for money or damages against the ~~College of the Sequoias~~ Community College District (**“District”**) must be presented to and acted upon in accordance with Governing Board policy, administrative regulation, and in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code. Compliance with ~~d~~**District** procedures is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and the claims procedures set forth in the Government Code.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place(s) for service of claims, lawsuits or other types of legal process upon the District is the Office of the Vice President, Administrative Services.

The Board delegates to the Superintendent/President the authority to take action on claims of under \$50,000. (Government Code 935.4)

See Administrative Procedure 3810.

Ref.: Educ. Code Section 72502; Govt. Code Sections 900 et seq.
 Adopted: April 9, 2007

BP/AP APPROVAL PROCESS					
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bratsch; General Institution	SM; 9/2/21	30 Day; 9/10/21	SM; 10/14/21	DGS; 10/26/21	Board; 11/8/21; 12/13/21