

HIGHLAND COMMUNITY COLLEGE  
GENERAL PERSONNEL POLICY

SUBJECT: Pornography in the Workplace Policy

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BOARD OF TRUSTEE APPROVAL: 7/22/2020

EFFECTIVE DATE: 7/23/2020

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Highland Community College prohibits the use of College equipment to access, view, share or store pornographic material, or the viewing or sharing of pornographic material in the workplace through any other means or medium. The work place includes offices, common and/or restricted spaces (limited to certain members of the college community). College equipment includes, but is not limited to, the College owned network, computers, cell phones, servers and software or other technological devices capable of displaying visual images. Use of personal devices on the College network to access or view pornographic materials in the workplace is also prohibited. In addition, viewing pornography on college property or at college events may interfere with a productive work environment and may constitute sexual harassment.

An employee, including a student employee, who accesses, views, shares or stores pornographic material on College equipment or in the workplace is subject to disciplinary action up to and including termination of employment by Highland Community College. If, in the course of their work, IT personnel discover pornographic material on a College owned computer or other device on the College network, the discovery must be promptly reported to Human Resources. If pornographic material is found on a lab or public access machine, IT must be contacted promptly to remove the material.

In order for a Highland Community College's faculty member or student to access and store pornographic material on a college owned device or server, for the purpose of research or in order to teach specific class topics, the faculty or student must inform the Vice President of Academic Affairs in writing in advance and receive written permission to proceed. The Vice President of Academic Affairs will inform IT of permission to access sites.

In all cases, without exception, child pornographic material will be reported to the appropriate authorities as required by federal law.