



# Operating Protocol & Procedure

## Details

Number: 272

Title: General Computer Usage

Category: Employees

Responsibility: Human Resources

Approval Date: 12/8/14

Effective Date: 12/8/14

Revised: 7/16/19

Reviewed: May 2024

## Purpose

To define the protocol for utilization of computers at Pueblo Community College.

## Applicability

All employees and volunteers

## Definitions

None

## References

CCCS Policies and Procedures

Board Policies (BP) and System Procedures (SP)

Series 6 – Cyber Security

[BP 6-10 – Cyber Security Policy](#)

[SP 6-10a – Acceptable Use of Information Assets Procedure](#)

[SP 6-10b – Access and Authentication](#)

[SP 6-10c – Anti-virus and Anti-malware Management](#)

[SP 6-10d – Information Asset Management](#)

[SP 6-10e – Audit Logging and Monitoring](#)

[SP 6-10f – Backup and Recovery](#)

[SP 6-10h – Clear Desk](#)

[SP 6-10i – Cloud Security](#)

[SP 6-10j – Email Security](#)

[SP 6-10k – Data Classification, Handling, and Protection](#)

[SP 6-10l – Data Retention and Disposal](#)

[SP 6-10m – Exception Management](#)

[SP 6-10o – Information Technology Continuity](#)

[SP 6-10p – Information Technology Risk Management](#)

[SP 6-10q – Network Device Configuration](#)

[SP 6-10r – Physical Security and Access Procedure](#)

[SP 6-10s – Remote Access](#)

[SP 6-10t – Security Testing](#)

[SP 6-10u – Security Awareness Training](#)

[SP 6-10v – Server and Workstation Configuration](#)

[SP 6-10x – Third Party Management](#)

[BP 6-20 – Personally Identifiable Information Security Program](#)

[SP 6-20a – Personally Identifiable Information Security Program](#)

### **Attachments**

None

### **Operating Protocol**

Pueblo Community College and its employees follows Board Policy and System related to general computer usage.

### **Procedure**

N/A