



Rowan College of South Jersey

Administrative Procedure: 4009 COLLABORATION PLATFORMS

The College's official collaboration platforms are:

- **Zoom:** for use by instructors and students in teaching and learning
- **Microsoft Teams:** for use by College employees in interactions related to business and institutional committees.

The above collaboration platforms are the only platforms that may be used to conduct business initiated by the College, including interactions with external parties.

It is expected that employees of the College will follow existing codes of conduct and professionalism, as well as abide by 4001 Acceptable Use of Technological Resources Use policy, while using the collaboration platforms.

No other collaboration platforms may be used for online communication initiated by the College. College employees may use other collaboration platforms to attend meetings hosted by external parties.

All collaborating parties should be made aware when a session is being recorded. Recordings should not be made of sessions containing sensitive College data unless necessary, and never with third-parties unless the third-party is under contract with the College. Storage of recordings must remain within the RCSJ network, behind an RCSJ login. Only third-parties with established contracts with the College may store recordings that contain sensitive College data.

Training on the College's official platforms is available through the Division of Innovation and Technology.

Area: Innovation and Technology
Approved: 07/14/20
Revised: 04/21/26

President's Authorization: _____

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *4001 Acceptable Use of Technological Resources* and *4009 Web Conferencing*

Rowan College of South Jersey Administrative Procedure, *4001 Acceptable Use of Technological Resources*

Administrative Procedure: 4009 Web Conferencing