

POLICY TITLE: Videoconference Policy
POLICY #: IT - 7
DATE DRAFTED:
REVISION DATE: 8/14/2014
BRIEF DESCRIPTION: Policy to provide guidelines for videoconference use and connectivity to Trinity Valley Community College's videoconference network.

Videoconference Policy

1.0 Introduction

Trinity Valley Community College utilizes IP (H.323) digital interactive technology to transmit video and audio between two or more locations. Two way Interactive Conferences can be distributed among Athens, Palestine, Terrell, and the Health Science campuses, as well as other locations worldwide using this technology.

2.0 Purpose

The purpose of this policy is to provide guidelines for use of Trinity Valley Community College's videoconference network.

3.0 Policy

- 3.1** All videoconferences must be scheduled in advance. There will be no impromptu videoconferences.
- 3.2** Videoconference requests are accepted on a first-come-first-served basis. You are encouraged to schedule your videoconference (ITV) classes as early as possible, especially those to remote (non-TVCC) locations. Because IT relies on other organizations to provide connectivity to remote sites you can avoid being disappointed by providing your schedule early.
- 3.3** Videoconferences within the TVCC videoconference network require 24 hour notice.
- 3.4** Videoconferences to other networks will require 48-72 hour notice.
- 3.5** All personnel must be trained on the room they are using before they will be allowed to use the room. Some of the rooms are different and may require the individual to be trained or show proficiency in multiple rooms.
- 3.6** All videoconference requests will use the scheduling form provided. You can email your request to helpdesk@tvcc.edu.
- 3.7** Once your videoconference is scheduled IT Services will confirm your scheduled videoconference via email.
- 3.8** All cancellations should be sent to helpdesk@tvcc.edu as soon as you are aware of the cancellation. Please make sure that instructors notify us if they are not attending the class.

- 3.9** Because of the sensitive nature of the electronic equipment no food or drink will be allowed in the videoconference classrooms.

4.0 Enforcement

Any user found to have violated this policy may be subject to loss of certain privileges or services, including but not necessarily limited to loss of videoconference room services.