

### Monitoring & Notice

Hocking College monitors college computers, accounts, and networks to protect operations and keep systems reliable for students and staff. Monitoring is limited to authorized purposes such as system security, troubleshooting, and policy compliance. Users get notice through the Acceptable Use Policy, login banners, and lab postings. Personal communications are not reviewed unless required by law or as part of an active investigation. By using college systems, students and staff consent to this limited monitoring.

### Data Handling & Retention

The college collects only the minimum data needed for security and support. Access to monitoring data is limited to trained IT staff, and records are normally retained for 30 days unless longer retention is required for an investigation or legal hold. After that, records are securely deleted. Individuals can raise concerns or appeal findings through the IT Office or the Student Conduct process. Violations may lead to loss of access, referral to Student Conduct, or disciplinary action as outlined in college policy.