Georgia Highlands College

Policy	Acceptable Use	Number	ITS.PO.100
Section	Information Technology Services (ITS)	**Date Created**	July 2003
Subject	Information Security	**Date Reviewed**	February 2013
Applies to	Faculty, Staff, Students, Retirees, Alumni	**Date Issued**	March 2013

Purpose

The purpose of this policy is to ensure compliance with the requirements and standards defined in the ITS Acceptable Use Standard document.

This policy sets forth the principles that govern appropriate use of technology-related resources at Georgia Highlands College. The technology-related resources are intended to support the educational, instructional, research, and administrative activities of the institution and are granted as a privilege. These resources are the property of the State of Georgia and the Board of Regents. All users are bound by Georgia Highlands College and Board of Regents policies and must also comply with applicable State and Federal laws. This policy serves as the overarching framework for information security, though there are more specific policies governing the use of technology-related systems and resources. Inappropriate use of technology resources exposes Georgia Highlands College to risks including malware, compromise of network systems and services, and legal issues.

Scope

This policy applies to all users of Georgia Highlands' technology-related resources including, but not limited to, faculty, staff, students, alumni, guests or agents of the institution and any external individuals or organizations accessing these resources. Any device that is capable of being connected locally or remotely to a campus network or transmitting data via the campus data networks either by wired or wireless means is subject to this policy.

Policy Statement

Access to Georgia Highlands College technology-related resources requires that users maintain acceptable use in an ethical manner and with academic integrity. Users must respect intellectual property and ownership of content, understand and comply with institutional policies, procedures, regulations, and guidelines, act responsibly, respect others' rights to privacy and freedom from intimidation and harassment, and do their part to maintain the security and integrity of these resources.

Privacy

Georgia Highlands College makes every effort to protect the privacy of information on institution systems and networks. The institution reserves the right to take appropriate actions necessary to protect the integrity and security of these assets. This includes the right to log and monitor systems, networks, and workstations and immediately disconnect any device that is causing disruption or being used in violation of any policies or laws.

In addition, if it is determined that an individual is possibly in violation, his or her workstation, records, and logs may also be reviewed if approved by senior administration. Information contained on equipment or passing over campus networks, including but not limited to electronic communication, is subject to monitoring and examination, and may be disclosed for audit, legal, open records requests, or other management purposes.

Enforcement

Inappropriate use will result in loss of these privileges and may include additional disciplinary action if necessary, up to and including dismissal, expulsion, and/or criminal prosecution. If there is sufficient evidence to suggest that a user is engaged in activities which may pose an imminent threat to the health and safety of another, the integrity of data, or that technology-related resources may be adversely affected, the Chief Information Officer, in consultation with other senior Information Technology Services staff, may thereby authorize the suspension of a user's privileges until the incident is properly examined. Senior administration and the Chief Human Resources Officer will be notified.

Acknowledgement of Policy

By use of any technology-related resource, users agree to comply with this and all other information security-related policies.

Related

ITS Acceptable Use Standard