

Georgia Highlands College

| | | | |
|-------------------|---------------------------------------|----------------------|----------------|
| Standard | External Acceptable Use | Number | ITS.ST.200 |
| Section | Information Technology Services (ITS) | Date Created | September 2003 |
| Subject | Information Security | Date Reviewed | February 2013 |
| Applies to | Guests, Vendors, Contractors | Date Issued | March 2013 |

Acceptable Use

Users shall:

- Act responsibly so as to ensure the integrity and ethical use of computing and information resources.
- Respect the rights of others.
- Respect all pertinent licenses, copyrights, contracts, and other restricted or proprietary information.
- Acknowledge that system administrators may examine files, mail, and printer listings for the purpose of diagnosing and correcting problems with the system.
- Acknowledge the right of the college to restrict or rescind computing privileges for just cause.
- Acknowledge that authorized individuals within Information Technology Services may monitor equipment, systems, and network traffic at any time for security and network maintenance purposes, per the ITS Audit Policy.
- Do no harm.

Unacceptable Use

The following activities are, in general, prohibited. Under no circumstances is a user authorized to engage in any activity that is illegal under local, State, Federal or international law while utilizing Georgia Highlands College owned resources.

The list below is by no means exhaustive, but an attempt to provide a framework for activities which fall into the category of unacceptable use.

Users shall not:

- Intentionally corrupt, misuse, steal, or commit theft or fraud for any software or other technology-related resources.
- Use or attempt to access another individual's accounts and passwords or attempt to circumvent any systems' security measures.
- Make or use illegal copies of copyrighted materials or software on any institution resource.
- Use any software, web service, peer-to-peer file sharing, or any other application that overloads workstations or network bandwidth.
- Access information resources, data, equipment, or facilities in violation of any restriction on use.
- Engage in any activity might pose a security risk, disrupt services, or damage institutional resources.
- Establish an independent computer system, except those specifically authorized for departmental use.
- Provide their account credentials to anyone else, including household members.
- View pornography or send material, threaten, harass, intimidate, or email anyone in violation of harassment or hostile workplace laws.

- Provide information about, or lists of, Georgia Highlands College faculty, staff, or students to parties outside of Georgia Highlands College.
- Use Georgia Highlands College resources, accounts, or email addresses for political campaigning, expressions of political views, commercial advertising, or any other activity for personal gain.

Related

ITS External Acceptable Use Policy