

Georgia Highlands College

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

Acceptable Use

Users shall:

- Access only systems and resources you have been authorized to use.
- Use resources for authorized purposes only.
- Use only account credentials you have been provided and protect them from unauthorized use.
- Act responsibly so as to ensure the integrity and ethical use of these resources and respect the rights of others.
- Respect all pertinent licenses, copyrights, contracts, laws, and other restricted or proprietary information.
- Be responsible for use of shared resources, exercise good judgment regarding the reasonableness of personal use.
- Use extreme caution when opening email attachments received from unknown senders, which may contain malware.
- Encrypt any information that users consider sensitive or vulnerable.
- Abide by all other information security policies and procedures, maintain this knowledge as they change, and complete the required annual technology overview.
- 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.
- Engage in any activity that is non-business related and 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.

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ITS Acceptable Use Policy