

<b>Title:</b>	<b>Appropriate Use Policy</b>
<b>Status:</b>	<b>Final</b>
<b>Effective Date:</b>	<b>2013-Oct-01</b>
<b>Last Revised:</b>	<b>2016-Nov-15, Reviewed 2020-Dec-16</b>
<b>Policy Point of Contact:</b>	<b>VP for Enrollment Management and Information Technology</b>
<b>Synopsis:</b>	South Georgia State College policy regarding the appropriate use of information technology resources.

## Policy Statement

This policy outlines the appropriate use of South Georgia State College information technology (IT) resources by employees, students, guests and organizations. Access to IT resources owned by South Georgia State College is a privilege, not a right, and implies user responsibilities. Such access is subject to South Georgia State College and University System of Georgia (USG) policies, standards, and procedures; and federal, state, and local laws.

This policy applies to the use of South Georgia State College IT resources, which include, but are not limited to, equipment, software, networks, data, and telephones owned or provided by South Georgia State College. This policy applies to use of the South Georgia State College network regardless of ownership of the device(s) connected to the network. This policy is the governing information technology policy for South Georgia State College whenever a policy conflict occurs. Other policies, standards, and procedures may supplement security restrictions, but may not relax the minimum requirements in this policy.

South Georgia State College provides information technology resources for the purpose of transacting official business of South Georgia State College. The Board of Regents and South Georgia State College establish acceptable use guidelines for the proper use of these resources.

## Standard

Maintaining the accessibility and usability of South Georgia State College IT resources requires the college to act responsibly and take measures to protect the resources from abuse. Therefore, South Georgia State College and all of its users must adhere to the following standards of appropriate and ethical use:

- Use only those IT resources for which you have authorization
- Protect the access and integrity of IT resources
- Abide by applicable federal, state, and local laws; adhere to USG and South Georgia State College policies; respect the copyrights and intellectual property rights of others, including the legal use of copyrighted material
- Use IT resources only for their intended purpose
- Respect the privacy and personal rights of others
- Use of mobile payment card readers over the SGSC wireless network is prohibited
- Do no harm

Failure to comply with the appropriate use of resources threatens the integrity and security of information and IT property. Any user of any South Georgia State College system found using IT resources for unethical and / or inappropriate practices has violated this policy and is subject to disciplinary proceedings. Such disciplinary proceedings include suspension of system privileges, expulsion from school, termination of employment and / or legal action as may be appropriate. An individual's expectation of privacy may be superseded by South Georgia State College's requirement to protect the integrity of IT resources, the rights of all users, and the property of South Georgia State College, the University System, and the State. South Georgia State College reserves the right to examine material stored on or transmitted through its resources if there is cause to believe that the standards for appropriate use are being violated by a user or trespasser onto its systems or networks.

The statement below is part of the computer login process and will ensure that all users, contractors, and third parties that access SGSC's computerized information resources are informed of and abide by this standard, all applicable Information and Instructional Technology policies, standards and procedures, and applicable federal and state laws related to computerized information resources.

*South Georgia State College*

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*This system is owned and maintained by South Georgia State College, an entity of the University System of Georgia and the State of Georgia.*

*This computer system, including all related equipment, networks, and network devices are provided for authorized use only. Any or all use of this system may be intercepted, monitored, recorded, and audited for lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures.*

*Unauthorized or improper use of this system may result in disciplinary action, civil penalties and /or criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action.*

*By using this system, you indicate your awareness of and consent to these terms and conditions of use.*

Specific guideline for interpretation and administration of this policy are given in the [Guidelines for Interpretation and Administration of the South Georgia State College Appropriate Use Policy](#). These guidelines contain more specific examples of offenses, and procedures for dealing with incidents.

*The South Georgia State College Appropriate Use Policy has been re-written to acknowledge and affirm the USG Appropriate Use Policy, adopting the structure and wording of much of the USG's policy.*



## **Information Technology Appropriate Use Policy Acknowledgement Form**

I have received the forms entitled “Appropriate Use Policy” and “Guidelines for Interpretation & Administration of the South Georgia State College Appropriate Use Policy for Information Technology (IT) Resources” from South Georgia State College and I am aware of my rights regarding the Information Technology Appropriate Use Policy.

Sign and return this form to the Human Resources Office acknowledging receipt of this information.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print your name**

\_\_\_\_\_  
**Employee ID number**