

## 3.3.4p. OFTC Acceptable Computer and Internet Use Procedure

### Acceptable Computer and Internet Use

Oconee Fall Line Technical College is a unit of the Technical College System of Georgia (TCSG) and is therefore subject to its policies and standards. In an effort to protect the individuals it serves and the computer resources it provides, the College is establishing the following procedures. This procedure is applicable to all employees, students and visitors of OFTC. The purpose of the College-provided internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of, and consistent with, the educational objectives of the College. Access is a privilege, not a right. Access entails responsibility.

### Procedure

This procedure is posted on the OFTC SharePoint and is distributed to each new employee during orientation. It is the responsibility of each employee to review, sign and return the "Acknowledgement" form to the Human Resources (HR) office. HR is responsible for ensuring that each employee's file contains a signed acknowledgement form.

### General

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources.

In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A § 16-9-90):

1. Computer theft (including theft of computer services, intellectual property such as copyright material, and any other property);
2. Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
3. Computer invasion of privacy (unauthorized access to financial or personal data or the like);
4. Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
5. Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 – in practice, this includes any disclosure that requires a system security audit afterward); and

6. Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

Users should not expect files stored on College-based computers to be private. Electronic messages and files stored on College-based computers shall be treated like other College premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to ensure that users are acting responsibly. Moreover, College officials shall cooperate with law enforcement officials who are properly authorized to search College computers and computer systems.

All information created, stored or transmitted by College computers or networks is subject to monitoring for compliance with applicable laws and policies. The following uses of College-provided computers, networks and internet access are not permitted:

- a. To create, access or transmit sexually explicit, obscene, or pornographic material;
- b. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person;
- c. To violate any local, state or federal statute;
- d. To vandalize, damage, or disable the property of another individual or organization;
- e. To access another individual's password, materials, information, or files without permission;
- f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- g. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- h. To knowingly endanger the security of any College computer or network;
- i. To willfully interfere with another's authorized computer usage;
- j. To connect any computer to any of the College networks unless it meets technical and security standards;
- k. To create, install, or knowingly distribute a computer virus, "Trojan horse" or other surreptitiously destructive program on any College computer or network facility, regardless of whether any demonstrable harm results;
- l. To modify or reconfigure the software or hardware of any College computer or network without proper authorization;
- m. To conduct unauthorized not-for-profit business activities;
- n. To conduct any activity or solicitation for political or religious causes;
- o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of College data and information; and

- p. To create, access, or participate in online gambling. Occasional access to information or website of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of internet connectivity and email do not involve any inappropriate use as described above, may occur, if permitted by the College. Any such use should be brief, infrequent and shall not interfere with user's performance, duties and responsibilities.

Users of College computers and computer systems are subject to the College's procedure on the development of Intellectual Property. Any violation of this procedure and rules may result in disciplinary action. When and where applicable, law enforcement agencies may be involved. The College makes no warranties of any kind, express or implied, for the computers, computer systems and internet access it provides. The College shall not be responsible for any damages that users may suffer, including but not limited to, loss of data resulting from delays or interruptions in service. The College shall not be responsible for the accuracy, nature or quality of information gathered through College diskettes, hard drives, servers or other storage devices; nor, for the accuracy, nature of quality of information gathered through College-provided internet access. The College shall not be responsible for personal property used to access its computers or networks or for College-provided internet access. The College shall not be responsible for unauthorized financial obligations resulting from College-provided access to the internet.

## Enforcement

Abuse or misuse of computing/information technology services may violate this notice, but it may also violate criminal statutes. Therefore, the College will take appropriate action in response to user abuse or misuse. Action may include, but necessarily limited to, the following:

1. Suspension or revocation of computing privileges;
2. Reimbursement to Oconee Fall Line Technical College for resources consumed;
3. Other legal action including action to recover damages;
4. Referral to law enforcement authorities;
5. Computer users will be referred to the appropriate office for disciplinary action, as applicable.

Adopted: March 19, 2015

Reviewed: March 17, 2016, March 23, 2017, March 21, 2018, February 25, 2019

Revised: