PROCEDURE: 3.3.4p.L.6
WGTC Computer Use Procedure

Revised: May 28, 2020
Last Reviewed: March 17, 2011; March 3, 2011; February 18, 2013
Adopted: November 20, 2009

Overview

Guidelines and procedures for the use of Wiregrass Georgia Technical College computers, technology, peripherals, and internet.

Purpose

Students and employees, utilizing Wiregrass Georgia Technical College provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college. 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 crimes are prohibited by state law in Georgia (O.C.G.A. 16-9-90 et seq):

  a. Computer Theft
  b. Computer Trespass
  c. Computer Invasion of Privacy
  d. Computer Forgery

Definitions

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- 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
- 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).
- Malware (malicious software programs and applications designed to damage or cause other unwanted actions on a computer system).

Procedure

The purpose of WGTC-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 TCSG System. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on Wiregrass Georgia Technical College-based computers to be private. Electronic messages and files stored on WGTC-based computers shall be treated like other WGTC 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, TCSG System and technical college officials shall cooperate with law enforcement officials who are properly authorized to search System and technical college computers and computer systems.

All information created, stored, or transmitted by WGTC computers or networks is subject to monitoring for compliance with applicable laws and policies.

Users are responsible for the proper use of their accounts including proper password protection. Students nor employees should share their password. The following uses of WGTC-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 unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity;
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 System or technical college computer or network;
i) To willfully interfere with another's authorized computer usage;
j) To knowingly connect any computer to any of the System or technical college networks unless it meets technical and security standards set by the System;
k) To create, install, or knowingly distribute a computer virus, rootkit, keystroke logger, "Trojan horse," "Malware", or other surreptitiously destructive program on any System or Technical College computer or network facility, regardless of whether any demonstrable harm results;
l) To modify or reconfigure the software or hardware of any Agency 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 Agency data and information;

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

q) To capture and/or record network traffic without authorization;

r) To knowingly transmit copyrighted material using peer to peer file sharing technology;

s) To knowingly evade Internet content filtering or other traffic monitoring tools using VPN, Proxy Services, Tor or similar technologies.

Occasional personal use of Internet connectivity and e-mail that does 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 the User's performance, duties and responsibilities.

Users of System and technical college computers and computer systems or hosted services are subject to the System's Information Security Standards. The college makes no warranties of any kind, either express or implied, for the computers, computer systems and Internet access provided. The college shall not be responsible for any damages users 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-based computer hard drives or servers; nor for the accuracy, nature or 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 provided Internet access. The college shall not be responsible for unauthorized financial obligations resulting from provided access to the Internet.

Users of Wiregrass Georgia Technical College computers and computer systems are subject to the System's policy on the development of Intellectual Property. Any violation of the policy and rules may result in disciplinary action against the student. When and where applicable, law enforcement agencies may be involved. For more information on acceptable computer and internet usage, please visit the Technical College System of Georgia State Board Policy and Procedures Manual – 3.3.4p. Acceptable Computer and Internet Use.

Responsibility
The Chief Information Officer has the overall responsibility of ensuring this procedure is implemented.

References
TCSG 3.3.4p. Acceptable Computer and Internet Use
WGTC Procedure 3.3.4p.L2 Wiregrass Account and Password
WGTC Procedure 3.3.4p.L3 Wiregrass Student Account and Password