PIEDMONT TECHNICAL COLLEGE
POLICIES & PROCEDURES

TITLE:	Network Acceptable Use
PROCEDURE NUMBER:	4-4-1030.1
RELATED POLICY AND PROCEDURES:	4-4-1030 Network Acceptable Use
DIVISION OF RESPONSIBILITY:	Business and Finance
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July 11, 2013	October 30, 2024	_____
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the responsibility of the Information Technology Department to review and revise this procedure to conform to the acceptable requirements as defined by relevant state and federal legislation.

Procedure

A. Authorized Users Responsibilities
Authorized users of the College's network will:

1. Use it only for College business and access only those files that are their own, that are publicly available, or to which they have been authorized access. College business implies purposes that are related to instruction, research, or administrative management. "official state business" for education and research purposes by entities established specifically for such purposes (e.g. schools, colleges, and universities, and libraries) may be more broadly interpreted in accordance with guidelines developed by such entitles.

2. Refrain from monopolizing or overloading the network through excessive data or time, disk space, printer paper, or other materials.

3. Protect network security and act to prevent any unauthorized use.

B. Implementation

To implement this policy the following procedures will be observed:

1. Network access is granted to specific employees, students, and other users as authorized by the administration of the College through user accounts or other means of identification as appropriate.

2. Levels of technology (including software) are assigned to individuals based upon job or educational requirements.

3. Use of the network for illegal or immoral purposes, or to support such purposes, is forbidden.

4. Use of the network to harass, intimidate, or annoy another person is forbidden.

5. Use of the network for private, recreational, non-public purposes, including the conduct of personal commercial transactions is forbidden.

6. Use of the network for partisan political purposes is forbidden.

7. Use of the networks or other state equipment for personal gain such as selling access to any systems or by performing work for profit utilizing state resources not authorized by the State is prohibited.

8. Use of the network in such a way as to disrupt other users is forbidden. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "viruses," and sustained high volume network traffic, which substantially hinders others in their use of the network.

9. Any attempt to circumvent or subvert network security is forbidden.

10. Interception of network traffic for any purpose unless engaged in network administrative duties is prohibited.

11. Attempt to access and/or duplicate copyrighted, proprietary, or otherwise restricted information or material as defined by State Board policy is forbidden.

12. Plagiarism from network sources is forbidden.

13. The display or duplication of any material that might be defined as obscene or pornographic is forbidden.

14. Users, who download information, should consider document size and time requirements for completing the process.

15. Users should protect their User ID, passwords and computer system from unauthorized use. Users should also be prepared to assume responsibility for any changes associated with billable services unless appropriate authorization has been obtained.

16. Users shall not make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks. State and Federal law prohibits the downloading of music, videos or other copyrighted files without due process and express permission of the owning institution.

C. Enforcement

The college reserves the right to monitor the content and volume of network traffic to ensure user adherence to this policy. Access to computer systems and networks owned or operated by Piedmont Technical College impose certain responsibilities and obligations on system users and is subject to state government policies and local, state, and federal laws. Violations will be managed as follows:

1. Employees:
   Violators are required to confer with their immediate supervisors who will take action as deemed necessary.

2. Students:
   Enrolled students found to be in violation are asked to suspend the inappropriate network activity. Those failing to comply may be subject to discipline under provisions of the South Carolina Student Code.

3. General Public:
   Users from the general public found to be in violation are asked to suspend the offending behavior. Failure to do so results in revocation of network privileges.

In all circumstances, those users whose behavior violates established law will be subject to prosecution.