

Student Use of Technology Resources Policy

The technology resources at ABAC support the educational programs of the College. Since computing resources are limited, it is important that these resources be used in an efficient manner for meaningful projects. This policy is not intended to be exhaustive and ABAC reserves the right to limit, restrict, or extend computing privileges and access to its technology resources.

General Guidelines for Computer Lab Users

Users of the labs are expected to be responsible in their use of equipment and respectful of the rights of other individuals.

In support of its mission of teaching and service, ABAC provides access to technology resources for students, faculty, staff, and other authorized users within institutional priorities and financial capabilities. The technology resources of ABAC, including facilities, hardware, software, networks, and computer accounts, are the property of the State of Georgia. The use of these resources is a privilege granted by ABAC to authorized users to conduct business. ABAC requires all persons authorized to use its technology resources to do so responsibly and in compliance with all state and federal laws, all contractual and license agreements, and all policies of ABAC and the Board of Regents of the University System of Georgia. Authorized users of the College's technology resources must act responsibly to maintain the integrity and security of these resources. Each user of an college's computing resources is ultimately responsible for the use of that computing resource and for the use of his or her computer account.

Inappropriate Use of Technology Resources

1. No one shall knowingly endanger the security of any College technology resource, nor willfully interfere with authorized usage by circumventing or attempting to circumvent normal resource limits, logon procedures, or security regulations.
2. No technologies shall be connected to the institution's technology resources that interfere with authorized usage of those resources. The College reserves the right to restrict the use of any technologies that may endanger the security and/or integrity of its technology resources.
3. Encroaching on or disrupting another person's use of College computers is prohibited. Actions that waste computing resources (misuse of disk space to store files or playing games that are not part of a class assignment) are prohibited. Examples of such acts include but are not limited to: Internet gaming; Internet radio; Internet file transfers; sending excessive messages either locally or off-campus (including but not limited to electronic chain letters); initiating denial of service attacks; spamming; sniffing; running scams; reconfiguring; or using an inordinately high percentage of bandwidth.

4. The institution's technology resources and network facilities shall not be used for personal gain or commercial purposes.
5. Misrepresenting a person's identity or relationship to the College when obtaining or using institutional computer or network privileges is prohibited.
6. Attempting to access any files or accounts other than your own, reading, altering, or deleting any other person's computer files or electronic mail without specific authorization is prohibited.
7. Copying, downloading, installing, distributing, infringing, or otherwise using any software, data files, images, text, or other materials in violation of copyrights, trademarks, service marks, patents, other intellectual property rights, contracts, or license agreements is prohibited. All usage of technology resources shall be in compliance with federal and state copyright laws and in full conformance with the Regents Guide to Understanding Copyright and Fair Use.
8. Creating, installing, or knowingly distributing a computer virus, "Trojan horse," or other surreptitiously destructive program on any institutional computer or network facility, regardless of whether any demonstrable harm results, is prohibited.
2. Modifying or reconfiguring any College computing resource or network facility is prohibited.
3. Users of ABAC technology resources shall have no expectation of privacy of materials stored on those resources. The College reserves the right to access any of its computer resources when federal or state laws or institutional policies may have been violated or where institutional contractual obligations or institutional operations may be impeded. Computer users should not place confidential information in computers without protecting it appropriately. The College cannot and will not guarantee the privacy or confidentiality of computer files, electronic mail, or other information stored or transmitted by its computers. All computer usage on ABAC technology resources and network facilities is subject to the provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq.
4. Authorized computer users shall take full responsibility for messages that they transmit through the College's technology resources. The College's technology resources shall not be used to transmit any communications prohibited by law, including but not limited to fraudulent, harassing, or threatening messages.
5. Damaging the hardware (spilled drinks or foods, marking on the hardware with pens/pencils) is prohibited.
6. Disruption of other individuals in the lab (excessive noise, loud talking, listening to audio content without headphones) is prohibited.
7. Except for resources made available for public use in the library, all College technology resources and facilities are provided exclusively for the use of ABAC faculty, staff, and students, and individuals associated with programs and institutions approved by the OITS. Unescorted children and other individuals not approved by the OITS are expressly prohibited from using either institutional resources or facilities. Similarly, approved users are solely

responsible for the actions of unapproved users (children, friends) with them in labs and other facilities, and may be asked to leave if any actions by these individuals are deemed disruptive. Repeated offenses may result in the loss of facility privileges.

Student Misuse of Technology Resources

Persons misusing the College's technology resources in violation of federal and state laws, Board of Regents and institutional policies are subject to disciplinary actions by the institution and/or forfeiture of their computer privileges.

In the event such misuse of computer resources threatens to compromise the integrity or jeopardize the security of institutional computer resources or harm authorized users of those resources, the institution's director of technology or his/her designee is authorized to take any and all necessary actions, including the immediate confiscation and/or disabling of an institutional computer resource or the temporary or permanent termination of a computer account, to protect, investigate, and ensure the security and proper use of the computer resources.

1. Allegations that students have violated the Student Use Policy will be dealt with in accordance with existing policies for allegations of student misconduct.
2. An initial report of the student violating the policy shall be immediately made to the person responsible. The computer lab supervisor will then determine the details of the alleged violation and make a determination that the details did, or did not, violate the Student Use Policy.
3. If the lab supervisor cannot determine if the policy was violated or there is any dispute between the student and the lab supervisor over the determination that the policy had been violated then the issue may be referred to an administrative panel set forth in the section below, College Authority, for a determination whether or not the alleged activity violated the Student Use Policy. This panel shall provide, in a timely fashion, a determination that the alleged acts did, or did not, violate the Student Use Policy.
4. Once a determination has been reached that the student has violated policy, the lab supervisor shall follow these guidelines:
 - i. First violation. The lab supervisor should make sure the student understands the policy, and that his/her acts were a violation of the policy. No formal disciplinary action need be taken, but the matter should be documented for future reference.
 - ii. Second violation (of the same nature as the first). The lab supervisor should provide the student with a written notice that the policy was violated, that this was a second occurrence of the same violation, and that future violations will result in disciplinary action.
 - iii. Third violation (of the same nature as the first). The lab supervisor should provide written notice to the student that his/her repeated violation of the Policy on Student Use of Technology Resources

- constitutes a breach of discipline, and the matter will be handled in accordance with the ABAC Student Conduct Code.
- iv. Repeated violations, each of a different nature, which indicate to the lab supervisor that the individual concerned demonstrates an intentional disregard of the Student Use of Technology Resources Policy, may also be considered together as a breach of discipline, and may be handled in accordance with the ABAC Student Conduct Code.

College Authority

Authority for these guidelines lies with the Institutional Technology Committee. Interpretation of questionable acceptable usage will be determined by the committee. Until an issue is resolved, questionable use will be considered "not acceptable."

Violations will be handled within accordance of the ABAC Student Conduct Code for appropriate disciplinary action. Disciplinary actions may include loss of access privileges to academic computing resources. The Student Code of Conduct, including guidelines related to reasonable search and seizure, as written in the Student Handbook apply to all aspects of academic computing facilities and resources.

Definitions

Technology Resource: Technology resources comprise all computers, computer peripherals, and electronic data replication, storage, transmission, and manipulation devices owned and/or controlled by any part of ABAC or connected to the institution's communications facilities, including departmental computers and the institution's computing network facilities accessed by anyone from anywhere.

Authorized Use: Authorized use of ABAC technology resources is use of technology resources that is consistent with the education and service mission of the institution and consistent with this policy.

Authorized User: Authorized users are as follows:
Current faculty, staff, and students of ABAC
Individuals with explicit permission from OITS
Individuals whose access furthers the mission of the institution and whose usage does not interfere with other users' access to technology resources.