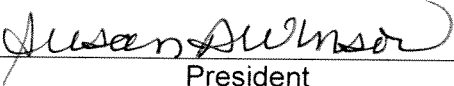
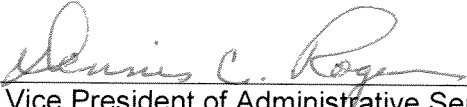


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	INFORMATION SYSTEMS MANAGEMENT SERVICES - COMPUTER ETHICS	Procedure Number: 4-4-108.2
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	4-4-108	

Approved:  
President Vice President of Administrative Services

Date Adopted: 07/01/2004
Date Revised: 03/10/2008

PRINCIPLES:

1. Computing facilities are provided by the College to support the needs of students, faculty, and staff.
2. Student access is primarily for use in association with a course of study and activities related to that course.
3. Faculty and staff are given access for use as part of their duties or professional development. Computer use for external work such as outside consulting is not permitted.
4. All who use the College computing facilities must do so in a manner that is etical, legal, and does not interfere with others.
5. Specific guidelines for computing use may be established and posted by the authority responsible for maintaining the computer resources.

Electronic resources are provided to support the College's mission. All users (students, staff, faculty, and guests) of these resources are covered by this procedure.

By accessing College electronic systems the user assumes personal responsibility for their appropriate use and agree to comply with all applicable College policies and procedures as well as local, State and Federal laws, and regulations.

Users shall observe classroom and computer lab policies and procedures, and comply with instructions of faculty and support staff. Users shall vacate workstations or the facility and will surrender resources (such as printers and software) promptly when asked to do so both at closing times and when necessary to permit access by others.

The College reserves the rights to monitor, manage, and control the usage of these resources and to make changes in these procedures in accordance with College procedures without prior notice to users.

The following list is provided as an illustration, but not an exhaustive list, of the kinds of uses that could subject users to penalties by the College or by outside authority:

- Harassment, such as repeated unwanted communication or communication that threatens;
- Sexual harassment;
- Violation of others' privacy;
- Destruction or damage to equipment, software, or data of the College or others;
- Violation of computer system security;
- Use of computer accounts or access codes without permission, or permitting another unauthorized person to use accounts or access codes;
- Attempts to capture or break other users' passwords;
- Violation of copyright or software license agreements, such as download multimedia (sound and/or video), software documents that are protect by copyright for other than "Fair Use";
- Negligent or deliberate inappropriate use of the resource in ways that degrades service for other users, including viruses, Trojan Horses, worms, or the like;
- Academic dishonesty;
- Violation of College policy or local, State or Federal law;

- Using computer resources for any purpose which is criminal, unethical, dishonest, damaging to the reputation of the College;
- “Spamming” or the non-commercial equivalent, (defined as sending a large volume of unsolicited e-mail which is irrelevant to most if not all recipients), which is unrelated to the College mission;
- Representing yourself as someone else, or sending messages that appear to originate from some else (“spoofing”);
- Using computing facilities for personal financial gain without express contractual arrangements with the College; or
- Changing computer settings, removing or altering or installing software, changing wallpapers or screen savers (unless instructed to do so by faculty as part of an instructional class or done by staff/faculty to their primary computer).

Community or guest patrons in violation of this procedure will have their computer privileges revoked and will be escorted off campus by Security personnel.

Students and employees in violation of this procedure will be dealt with in accordance with existing procedures that govern their behavior and conduct.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2011		