Acceptable Use for Computers and Network

Authority for Procedure granted by UWG Policy PL #5001, Technology Use.

All Computers and computer-related resources, and Wireless Communication Device resources of the University of West Georgia (UWG) are considered state assets and as such, and unauthorized/inappropriate use is prohibited.

NOTE: Use of UWG’s University computers, network facilities, or computing and network resources constitute constitutes an acceptance of this procedure.

Acceptable Use of computers and the network includes use of computers and the network includes use that supports the University’s mission and does not expose the University to risks or legal issues. Unauthorized uses are set forth outlined in the Georgia Code, Board of Regents (BOR) policies, or as in these Procedures this procedure.

This procedure applies to:

- All UWG faculty, staff and students.
- Any guests or vendors who are authorized to use the University’s computers and/or data network.
- Any UWG host (i.e., computer, laptop, server, printer, or device) that is capable of being connected to or transmitting connects (hard-wired or wireless) to or transmits data on the campus data network.
- Any equipment owned, leased, rented, or otherwise controlled or maintained by University employees and students, and other authorized users Authorized Users.

A. Inappropriate Use

Use of computers and the UWG network for University business may be considered acceptable use Acceptable Use unless any person within the scope of this Policy procedure engages in the following
prohibited behavior:

1. Harassment of a specific individual(s), whether by direct or indirect reference to that individual(s);
2. The intentional or negligent introduction of virus(s) or malware onto the University computer or network or a computer;
3. Downloading or posting to University computers, or transporting across University networks, any material that is illegal, proprietary, in violation of University contractual agreements, or is otherwise damaging to the institution or individuals;
4. Any action that constitutes unauthorized access Unauthorized Access;
5. Using UWG computers or networks to provide any technology-based service, including but not limited to, FTP, HTTP, and peer-to-peer file sharing, without prior permission from the Office of Information Technology Services (ITS);
6. Use of a computer, laptop, malware, or other device to disrupt or damage the academic, research, administrative, or related pursuits of another such that it effectively denies access to an educational benefit or opportunity;
7. Use of a computer to invade or threaten the invasion of the privacy of any person;
8. Use of UWG computers and networking services, including the use of the campus e-mail system, web server, or any other UWG computer for commercial use or the advertisement thereof beyond use that is transient and incidental and in accordance with Board of Regents per BOR policy or applicable law;
9. The violation of any federal, state, or local law, or the violation of any other BOR or University or BOR policy on computer use;
10. Installing or using any software or program without the proper license or in violation of copyright laws; or
11. Repeated failure of any user to comply with requests or directives of his/her supervisor(s) or the Office of Information Technology ITS concerning the use of computer resources.

1. Personal Use

Incidental personal use is an accepted and appropriate benefit of being associated with the University's technology environment. Appropriate incidental personal use of technology resources does not result in any additional cost to the University, does not interfere with an employee's execution of duties, and does not conflict with the mission of the University. Under no circumstances should incidental personal use of technology involve violations of the law or University policy or interfere with fulfilling an employee's University responsibilities.

B. Reporting Requirements

Known violations of this policy procedure should immediately be reported to either your supervisor, the Chief Information Officer (CIO), or the UWG Ethics and Compliance Reporting Hotline Hotline. The Chief Information Officer CIO will take appropriate actions to secure the affected information and technology
resources. When appropriate, the University's disciplinary and/or law enforcement authorities will coordinate with the University's Chief Information Officer to investigate and respond to alleged violations. Findings charging individuals with alleged violations of policies will be processed in accordance with the appropriate disciplinary procedures for faculty, staff and students, as outlined in the Faculty Employee Handbook, the Student Code of Conduct, the Faculty Handbook, and Student Handbook and Wolf Code of Conduct, and/or other applicable policies and procedures.

C. Non-Compliance

Failure to comply with this Policy or these Procedures may result in disciplinary actions under applicable UWG policies or procedures, or referral to law enforcement officers as may be appropriate under Georgia law.

Penalties may include the following actions:

- Suspension of University computing privileges
- Disconnection of the user's computer from the campus network
- Suspension from attending the University
- Expulsion from the University
- Criminal charges, if applicable
- Civil liability, if applicable
- Other disciplinary actions, including termination

All users should be aware that any information that is stored, created, or received by any University computer or through any University network is subject to inspection and review under Georgia's Open Records Act.

Definitions

Acceptable use - authorized use consistent with the academic, research and service mission of the University that is otherwise consistent with the UWG PL #5001, Technology and Use and associated procedures and BOR policies. Acceptable Use, UWG Policy 5001, UWG Procedure, Acceptable Use for Computers and Network, and the policies of the BOR. Acceptable use includes accessing information only when necessary for the conduct of one's official duties.

Authorized account - any connection to a UWG computer or network which is granted by the appropriate part of the University's governance and/or management structure, depending on the particular computers and/or network facilities involved and the way they are administered.

Authorized use of University owned or operated computing resources - see definition for Acceptable Use.

Authorized users - anyone who has been given access to the University's data network or computers either through administrative approval or by way of contract, including (1) current faculty, staff, and students of the University who have been granted and hold an active and authorized account
on a UWG computer or network, (2) graduating students for six months following graduation (3) vendors and guests whose access furthers the mission of the University and whose usage does not interfere with authorized users’ access to resources.

**Harass or harassment** - any action that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the recipient's ability to work or to participate in or benefit from the services, activities, or opportunities offered by UWG, including but not limited to: (1) the use of a computer to annoy, terrify, intimidate, threaten, or offend another person by transmitting or posting obscene language, photographs, pictures, or other materials or threats of bodily harm to the recipient or the recipient’s immediate family; (2) repeated attempts to communicate with a recipient after the recipient has given reasonable notice that he or she does not desire such communication; this definition addresses harassment in the context of computer and network use, and is not intended to replace any definition of harassment in the context of individual civil rights.

**Hosts** - any computer, laptop, server, printer, or device connected to the campus data network including those devices connected by wireless means.

**Incidental personal use** - is an accepted and appropriate benefit of being associated with the University's technology environment. Appropriate incidental personal use of technology resources is that which does not result in any additional cost to the University, does not interfere with an employee's execution of duties and does not conflict with the mission of the University. Under no circumstances should incidental personal use of technology involve violations of the law or University policy, or interfere with the fulfillment of an employee's University responsibilities.

(1) the use of a computer to annoy, terrify, intimidate, threaten, or offend another person by transmitting or posting obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family;

(2) repeated attempts to communicate with a recipient after reasonable notice is given that no such communication is desired may be considered Harassment. (see UWG PL #4002 Non-Discrimination and Anti-Harassment)

**Malware** - generally defined as malicious software or code designed to damage or disrupt computer terminals, networks, or systems. For this procedure, but for the purposes of this Policy-malware will include any action through use of the computer that disrupts the academic, research, administrative, or related pursuits of any faculty member, staff, or student.

**This Procedure** - as referenced herein means UWG Procedure Acceptable Use for Computers and Networks.

**Unauthorized access** - Access to university computers or networks that has not been approved by administrative process or by contractual arrangement, which access includes, but is not limited to: (1) use of a password, PIN, or code by anyone other than the assigned individual, (2) entry to University networks to which you are not by an authorized user, either from on or off campus, (3) reading, deleting, or changing ownership or permissions of any other person’s computer files, directories, or folders without their permission, (4) any attempt to probe, scan, sniff, or test the vulnerability of a system or network without the express written permission from the University's Chief
Information Officer.

*University computers and network facilities, or University computing resources* - comprise all computers and network facilities owned or administered by any part of UWG or connected to the University's telecommunications facilities, including departmental computers, and also the University's computer network facilities accessed by that anyone from anywhere accesses.

### Guidelines and Related materials

- [USG Information Technology Handbook (ITHB)](http://uwg.policystat.com/policy/13874189/)

### Approval Signatures

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<td>Tara Pearson</td>
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