**Information Technology Resources Acceptable Use Policy**

These guidelines are to assist with the interpretation and administration of the Acceptable Use Policy for Information Technology Resources. They outline the responsibilities each student and employee assumes when using information technology resources. The purpose of the information technology resources is to provide educational resources for the College’s students and employees. Lurleen B. Wallace Community College provides access to computer equipment and resources necessary to support the educational mission of the College. Access to college information systems is granted to students and employees as a privilege and, as such, impose certain responsibilities and obligations. The College expects all students and employees to use information technology resources in a responsible manner: respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, college policies and standards, and to limit their use of information resources to the educational purposes and legitimate business of the College. This policy applies to all users of the College’s information technology resources including faculty, staff, students, guests, organizations, and individuals accessing external network services, such as the Internet via college facilities.
By using the College’s information resources, users, agree to abide by these policies and procedures.

Violations of this policy may result in suspension or revocation of utilization privileges, Administrative discipline or immediate termination/dismissal of the violator’s relationship with Lurleen B. Wallace Community College, and could lead to criminal and civil prosecution. Every member of the College community has an obligation to report suspected violations of the Acceptable Use Policy for Information Technology Resources. Reports should be directed to the department responsible for the particular system involved. College information technology usage policies apply to all users and are applicable to all telephones, computer hardware, software, networks peripheral devices, data and any other components connected to or associated with the College’s computer systems, including access to the Internet and the use of electronic mail. The College will not be held liable for the actions of the College computer users when those actions are inconsistent with the policies and procedures. The College makes no representation concerning the availability of computer resources, the privacy of material, or the integrity and/or retrieve ability of material placed on these resources. The College is not responsible for any damages resulting from the receipt and/or transmission of any electronic information. Acceptable use of the College’s Internet connection provided via the Alabama Research and Education Network (AREN) is also governed by this document. Any activity that is not listed here, which violates local, state, federal laws, or the AREN Acceptable Use Policy, is also considered a violation of this Acceptable Use Policy.
User Responsibilities

Use of the College’s information technology resources is permitted based on acceptance of the following specific responsibilities:

**Use only those information technology resources for which you have permission.**

Example: It is unacceptable

- to use resources you have not been specifically authorized to use,
- to use someone else’s account and password or share your account and password with someone else,
- to access files, data, or processes without authorization,
- to access files or data that are not publicly available,
- to purposely look for or exploit security flaws to gain system or data access,
- to obstruct the operation of the College’s computer systems,
- to insert inappropriate objects into disk drives,
- to tamper with cables,
- to add or delete files or software without authorization,
- to change computer or network settings without authorization,
- to display or print materials of sexually explicit or discriminatory nature,
- to use information technology to violate any other college policy or procedure,
- to use information technology for illegal or criminal purposes that violate federal, state, or local laws.
Use information technology resources for their intended purpose.

Example: It is unacceptable

• to send forged email,
• to use electronic resources for harassment or stalking other individuals,
• to send bomb threats or hoax messages,
• to send chain letters that may interfere with the system’s efficiency,
• to intercept or monitor any network communications not intended for you,
• to use computing or network resources for commercial advertising or other commercial purposes,
• to use computing or network resources for the promotion of other external organizations not related to the mission of the College,
• to attempt to circumvent security mechanisms,
• to use privileged access for other than official duties,
• to use former privileges after graduation, transfer, or termination.

Protect the access and integrity of information technology resources.

Example: It is unacceptable

• to release a virus that damages or harms a system or network,
• to prevent others from accessing an authorized service,
• to attempt to deliberately degrade performance or deny service,
• to corrupt or misuse information,
• to alter or destroy information without authorization,
• to engage in spamming (sending an annoying or unnecessary message to a large group of people).
• to use any other applications (i.e. Web cams, mp3 audio file sharing and online games)
• that cause congestion of the network and interfere with the work of others.
• to monopolize computer systems, overload networks with excessive data, or waste computer time, disk space, printer paper or other resources.

Respect the privacy of others.

Example: It is unacceptable
• to access or attempt to access another individual’s password or data without explicit authorization,
• to access or copy another user’s electronic mail, data, programs, or other files without permission,
• to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language,
• to use threatening, intimidating or vulgar behavior toward lab assistants, work study students or staff,
• to continue sending email messages to someone after being told to stop,
• to post derogatory information or statements about a person.

Abide by applicable laws and college policies, and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

Example: It is unacceptable
• to make more copies of licensed software than the license allows
• to plagiarize works that you find on the Internet,
• to upload, download, distribute, or possess pornography,

• to violate copyright laws, including the use of images, programs, sounds, and text.