Columbia State Computer Resources and Facilities Usage Guidelines

A. All computer software and/or documents developed by students, faculty, staff, or others on college time and/or equipment become the property of Columbia State Community College. Computing documents may be examined or disclosed by this college if there is reason to suspect violation of college policies.

B. Purchase of all computer hardware or software by any department must be coordinated with the Information Technology services.

C. The computer labs are open to all Columbia State faculty, students, and staff on a first-come first-served basis during open periods. Registered students, faculty, and staff have first priority for computers in general purpose labs.

D. Application development work requiring any programming effort should be requested directly through the Associate Vice President for Information Technology via written request to the Columbia State IT helpdesk.

E. Access to the computer room is restricted and any visitors must be accompanied by an Information Technology staff member.

F. Columbia State assigned accounts are the property of Columbia State Community College and account usage may be monitored at any time without prior notice. Computer facilities may be used for college educational and administrative purposes only.

Computer facilities at Columbia State are available to all students, faculty, and staff upon employment or acceptance to the College. Approved authorization and username/passwords may not be shared with others. Other uses may receive computer access upon request and may be allocated access for a 24-hour period. It is the responsibility of Information Technology personnel to maintain a stable operational environment for all users and to provide security for all programs and files currently residing on available computer systems. Cooperation of all users in the form of ethical and responsible behavior is required at all times so that all may share resources freely and equitably.

The following rules and regulations are to define all users' limitations. These rules are separate and apart from the code of conduct as approved by the Tennessee Board of Regents. Any violations shall be termed "computer misuse", and the offender shall be referred to the respective college office for disciplinary action. It is possible to permanently lose all computer access privileges in the event of repeated violations.

1. A Columbia State computer account may not be used by anyone other than the approved user for that account. Users may not attempt to learn the password of any other user and may not attempt to alter or destroy the files belonging to others.

2. An individual may not access or copy a program(s) or data belonging to other individual(s) or to Columbia State without permission.

3. Equipment, programs and data provided by Columbia State may not be taken to other sites without written permission from the Associate Vice President for Information Technology.

4. An individual may not tamper with or change any settings on any devices without approval from an Information Technology staff member. A user may not unplug a Columbia State computer system

from the network, and plug their personal computer into the network. Users may utilize the wireless network for purposes of accessing approved internet resources.

5. A user may not monopolize any available resource to the extent of denying other fair use. Any non-productive use of the computer, i.e., game-playing, chat, Facebook, YouTube, etc. will be restricted to time intervals designated by Information Technology staff.

6. Use of the Columbia State computer system for conducting personal business is prohibited.

7. An individual may not load software onto any computer without permission of the Associate Vice President for Information Technology. The request to load software must be accompanied by documentation indicating the user possesses a valid software license. A copy of the software license for any application must be kept in the Information Technology office in the L02 of the Finney Library.

8. Use of unlicensed software is prohibited. Unlicensed software may not be installed on any Columbia State computer. Software license(s) should be verified by the Associate Vice President of Information Technology.

9. Computer resources must not be used for any unlawful purposes. Unlawful purposes include, but are not limited to:

    a. Use of Columbia State computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using Columbia State information technology systems. Please reference TBR Guideline G-054: IT Acceptable Uses.

    b. Use of computing resources and facilities to transmit or received threatening, abusive, obscene, or harassing correspondence.

    c. Unauthorized Peer-to-Peer File sharing. Please reference Columbia State's Peer-to-Peer File Sharing.

The dispositions listed below (not an all-inclusive list) are examples drawn from the sanctioned policy of the Tennessee Board of Regents Code of Conduct:

    a. Revoking of the individual's right to use the computer, either on a temporary or permanent basis
    b. probation, suspension or expulsion
    c. Financial assessment for computer services
    d. Legal prosecution

In the event that other college regulations are violated, additional penalties may be imposed. Unauthorized use of the computer by an individual other than a member of the college community may be adjudged a felony, and the individual may be liable to legal prosecution.

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