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Revision Responsibility: Associate Vice President for Information Technology  
Responsible Executive Officer: Vice President for Finance and Administration

Source/Reference: [TBR Policy 1:08:00:00](#)  
[TBR Policy 5:01:06:00](#)  
[TBR Policy 3:02:00:01](#)  
[TBR Policy 1:06:00:05](#)  
[TBR Policy 5:01:00:00](#)  
[State of Tennessee Internet Acceptable Use Policy](#)

## **PURPOSE**

To articulate the rights and responsibilities of persons using information technology resources owned, leased or administered by Columbia State; to protect the interests of users and the College; and to facilitate efficient operation of Columbia State information technology systems.

## **POLICY**

### **I. General**

Columbia State will adhere to TBR Policies 1:08:00:00 and 5:01:06:00 relative to information technology resources.

### **II. Computer Network Access**

The associate vice president for information technology will be responsible for assigning and controlling all access to the College computer network.

### **III. Violation of this Policy**

Violation of this policy may have potentially serious ramifications for the College as well as for the individual committing the violation. It is important that all employees and students be knowledgeable of policy concerning use of information technology resources.

#### **A. Reporting Violations**

Allegations of violation of this policy shall be reported to the associate vice president for information technology. If the alleged violation is by a student, it will be referred to the vice president for student affairs. If the alleged violation is by an employee, it will be referred to the employee's immediate supervisor.



**B. Sanctions for Violations**

Persons violating this policy are subject to revocation or suspension of access to College information technology resources. In addition, other penalties as outlined below may be assessed.

**1. Students**

Information technology as outlined in TBR Policy 3:02:00:01 may be imposed, up to, and including, expulsion.

**2. Employees**

Penalties as outlined in TBR Policies 1:06:00:05 and 5:01:00:00 may be imposed, up to, and including, termination of employment.

**PROCEDURES**

**I. Computer Network Access**

**A. Students**

Information technology will create student accounts for accessing the network from the peak registration day until the last day to add a class. Access to specific resources available will be given based upon student need and information technology departmental procedures.

**B. Employees**

Information technology will create employee accounts for accessing the network based upon employee information entered into the College Human Resources System. Access to specific resources available will be given based upon employee need and information technology departmental procedures.

*Revised September 2018*