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Revision Responsibility: Associate Vice President for Information Technology  
Responsible Executive Officer: Vice President for Financial and Administrative Services

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. These TBR policies are incorporated into this policy by reference herein.

### **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 associate vice president for student services. 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.

*January 1989; Revised: March 3, 2003 (updated and combined Columbia State policies 07-10 and 07-13 into one policy numbered 07:04:00); May 23, 2005 (inserted correct link to State of Tennessee Acceptable Use Policy); December 12, 2011 (corrected links and information technology department, new policy format and updated titles); September 14, 2015 (correct account creation information)*