



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

Source/Reference: [TBR Policy 1:08:00:00](#)
[TBR Policy 1:08:01:00](#)
[TBR Policy 1:08:03:00](#)
[TBR Policy 1:08:04:00](#)
[TBR Policy 1:08:05:00](#)
[TBR Policy 5:01:06:00](#)
[TBR Policy 3:02:00:01](#)
[TBR Policy 1:06:00:05](#)
[TBR Policy 5:01:00:00](#)

PURPOSE

The purpose of this Acceptable Use Policy (AUP) is to outline the appropriate use of state-owned equipment, including personal computers (PCs), laptops, printers, networks, and wireless systems, at Columbia State Community College (Columbia State). The policy is intended to ensure that all users understand their responsibilities in using state resources efficiently, securely, and ethically.

SCOPE

This policy applies to all employees, contractors, students, and any other individuals who are authorized to use Columbia State-owned equipment.

POLICY

- I. General Usage
 - A. All state-owned equipment and network resources are provided for official Columbia State business purposes. Personal use is permitted on a restricted basis at the user's risk.
 - B. Users must comply with all applicable state, federal, and local laws, and Columbia State policies when using state-owned equipment.
 - C. Unauthorized access, use, or sharing of Columbia State resources is prohibited.
- II. Security and Confidentiality



- A. Users are responsible for ensuring sensitive information's confidentiality, integrity, and availability when using Columbia State-owned equipment.
- B. Passwords and authentication credentials must be kept secure and should not be shared with anyone at any time.
- C. Users must immediately report any suspected security breaches, loss of equipment, or other incidents to the Office of Information Technology.
- D. Use of unauthorized software, including but not limited to downloading or installing unlicensed programs, is prohibited.

III. Internet and Network Usage

- A. Columbia State's network and wireless systems are intended for academic and work-related purposes.
- B. Users must not engage in activities that compromise the network's security, functionality, or performance, such as introducing malware, hacking, or bypassing security measures. Columbia State-owned and managed equipment must not be used for personal profit, religious or political purposes.
- C. Accessing, distributing, or storing illegal, inappropriate, or offensive content on Columbia State's network is strictly prohibited.
- D. Use of the network for unauthorized commercial purposes, political campaigning, or other non-Columbia State-related activities is not allowed.

IV. Email and Communication Systems

- A. Columbia State's email and communication systems are for official use. Personal use is restricted. Columbia State's email system must not be used for personal profit, religious or political purposes.
- B. Users must not send harassing, threatening, or inappropriate messages through Columbia State's communication systems. Freedom of Speech/harassment policy
- C. Unauthorized mass mailings, spam, or use of the email system for fraudulent purposes is prohibited. Reference Mass Email list.

V. Physical Equipment Care



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- A. Users must take reasonable care of Columbia State-owned equipment assigned to them, ensuring the equipment is used properly and securely.
 - B. Any loss, theft, or damage to equipment must be reported immediately to Office of Information Technology.
 - C. Users are responsible for returning any Columbia State-owned equipment upon the end of employment or at the request of Columbia State.
- VI. Privacy and Monitoring
- A. Users should not expect privacy when using Columbia State-owned equipment. Columbia State reserves the right to monitor, access, and audit usage to ensure compliance with this AUP. Monitoring may only be done by authorized personnel.
 - B. Monitoring may include tracking network activity, accessing stored data, and reviewing emails or other communication.
- VII. Violations and Disciplinary Actions
- A. Violation of this policy may result in disciplinary action, including termination of employment or expulsion from Columbia State.
 - B. In cases of illegal activity, Columbia State may refer the matter to law enforcement authorities.
- VIII. Acknowledgment and Acceptance
- A. All users of Columbia State-owned equipment must acknowledge their understanding of and agree to this AUP before gaining access to Columbia State resources.

PROCEDURES

- I. This policy will be reviewed periodically and updated as necessary to reflect changes in laws, technology, or operational requirements.
- II. By following this AUP, users contribute to a secure and efficient working and learning environment at Columbia State.



New policy March 2025, reviewed/accepted by Cabinet, approved and signed by the President March 2025.