

Piedmont College Acceptable Use Policy

Overview

This Acceptable Use Policy constitutes a campus-wide policy that is intended to allow for the proper use of all Piedmont College computing, telecommunications and networking resources. We are committed to protecting our employees, students, and the college from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet, Intranet, and Extranet- related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Piedmont College. These systems are to be used for business purposes in serving the interests of the college in the course of normal operations. Appropriate use should always be legal, ethical, and show restraint in the consumption of Piedmont College resources. Also, appropriate usage should demonstrate the respect for intellectual property, ownership of data, system security mechanisms, and individual rights to privacy and freedom from intimidation, harassment and unwarranted annoyances.

Purpose

The purpose of this policy is to outline the acceptable use of all computer and telecommunications equipment and networking resources belonging to Piedmont College. These rules are in place to protect the employee and Piedmont College. Inappropriate use exposes Piedmont College to risks including virus attacks, compromise of network systems and services, as well as legal issues.

Scope

Authorized Users

Authorized users are:

- Current faculty and staff of the College
- Students who are currently enrolled in the College
- Others, including authorized vendors and guests, whose access does not interfere with the access of resources by others, result in the loss of data or other resources, violate school policy, or any other laws

Privacy

To the highest possible standard, Piedmont College strives to preserve individuals' privacy. However, users must recognize that data created on the College network remains the property of the College. Because of the need to

protect the Piedmont College network, administration cannot guarantee the confidentiality of information stored on any network device belonging to the college. The College reserves the right to monitor equipment, systems, and network traffic at all times and also reserves the right to audit network systems on a periodic basis to ensure compliance with this policy.

Resource Usage

Authorized users of the Piedmont College network, computers, and telecommunications equipment are responsible for knowing what information resources are available and for refraining from all acts that waste resources or prevent others from using these resources.

The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use.

The following acts are prohibited:

- Online game playing, music downloads and streaming, video downloads and streaming and online gambling, unless used to gather educational materials for classroom instruction
- Downloading any of the following programs (unless with explicit approval from administration):
 - * AOL Instant Messenger
 - * Ares
 - * Audio Galaxy
 - * Kazaa
 - * IMesh
 - * Morpheus
 - * Gnutella
 - * Bearshare
 - * Limewire
 - * Napster
 - * WeatherBug
 - * WinMX
 - * Edonky2000
 - * Direct Connect
 - * Other commercially available software and/or freeware and shareware which allows files to be shared by other users.
- Malicious or harmful activities including attempts to circumvent security systems, and virus and anti-spyware software; attempts to create or propagate viruses; deliberate damage to physical equipment as well as attempts to damage network files or software; and installing/using unauthorized or pirated software

- Sharing your network/email password with anyone or allowing an unauthorized party to use Piedmont College equipment
- Using Piedmont College facilities and equipment to conduct any other for-profit business venture or political campaigning or advertising
- Using Piedmont College resources to create or maintain personal websites, online blogs, or music sharing download sites, including sites that are considered sexually explicit, obscene, or pornographic
- Engaging in any illegal activities as defined by federal, state, and local laws and regulations
- Using Piedmont College resources to create, maintain, or transmit any material that could be considered discriminatory, offensive, threatening, harassing or intimidating

Email Guidelines

Please use good judgment and common sense when using the Piedmont College email system and abide by the following guidelines:

- Do NOT send any email to someone who has asked you not to do so. This may constitute harassment.
- Do NOT send frivolous or excessive email messages to recipients either on or off campus, including the sending of “junk mail”, advertisements, for-sale items, and personal stories or pictures.
- Do NOT create, send, or forward chain letters (messages that are forwarded many times to people who have not solicited the email).
- Do NOT send or forward any chain letters, pictures, or personal requests and information to the **Faculty and Staff** email list or use this list for any reason beyond the scope of Piedmont College business.
- Do NOT send emails containing warnings or virus alerts to other Piedmont College users.
- Do NOT send unwanted emails that are considered to be Spam (Spam: Unauthorized and/or unsolicited electronic mass mailing).

- Do NOT send or ask to receive large amounts of data in an email, including pictures, music, document, and files, which can slow down the system. If you need to share a large file with a colleague, contact the IT department so that arrangements can be made to put the information on the network instead of sending it through an email.
- Do NOT send sensitive or private information in an email, including passwords, social security numbers and other id numbers, account numbers, and credit card information.
- Do NOT respond to any emails from any companies asking you to change passwords or id numbers, give out any personal or financial information, respond to a problem with their website or your account, or click on a link in the email. If you have a concern that this email may be legitimate, contact the company either through their website or by phone.
- Do NOT use the email system to have a debate or conversation with other email users while including the entire Piedmont College email directory (**Faculty and Staff**) in the email. While the subject may interest you and some others, please do not assume that the entire directory wishes to join the debate. This type of mailing can overload the email system.
- Do NOT open any emails or attachments from anyone that you are not expecting to receive mail from or that seems suspicious in nature. Delete these items immediately.
- Do NOT use your Deleted Items folder as a place to store emails that you want to keep.
- DO empty your Deleted Items folder regularly.
- DO keep emails in your inbox to a minimum to avoid overloading the server.
- DO clean out your Sent Items folder regularly.
- DO save any large files such as pictures, web-shots, and documents to your computer's hard drive and delete these files from your email.