

## **WGTC 1.6**

### **Acceptable Computer and Internet Use**

#### **Guidelines:**

Students and employees utilizing WGTC provided computers are responsible for good behavior online just as they are in all areas of the college. Use outside of these stated guidelines will constitute a violation of WGTC and Technical College System of Georgia (TCSG) policies, unless prior authorization is granted.

The following uses of WGTC provided computers (in accordance with TCSG Procedure 3.3.4.) networks and Internet access are not permitted:

- To create, access, store, or transmit sexually explicit, obscene, or pornographic material;
- To create, access, store, or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any WGTC computer or network;
- To willfully interfere with another's authorized computer usage;
- To connect any computer or ad-hoc device to any WGTC network unless it meets technical and security standards set by the Department;
- To create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any WGTC computer or network facility, regardless of whether any demonstrable harm results;
- To modify or reconfigure the software or hardware of any WGTC computer or network without proper authorization;
- To conduct unauthorized non-college activities, including non-profit activities;
- To conduct any activity or solicitation for political or religious causes;

- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of WGTC data and information; and
- To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use;

#### **Georgia State Law:**

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (Code 16-9-90):

1. Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
2. Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
3. Computer invasion of privacy (unauthorized access to financial or personal data or the like);
4. Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
5. Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding \$500 - in practice, this includes any disclosure that requires a system security audit afterward); and
6. Misleading transmittal of names or trademarks (falsely identifying yourself, or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

#### **Disclaimer and Availability:**

Use of classroom computers is only available during scheduled classroom periods, and must be monitored by the instructor or designated staff member. Use outside of these times is prohibited.

Access to computers, computer labs, and Academic Resource Centers, are provided for students of WGTC. Public access to computers is only provided in WGTC Libraries, and access is at the discretion of the librarians. All information created, stored or transmitted by WGTC computers or networks is subject to monitoring for compliance with applicable laws and policies.

Users should not expect files stored on WGTC based computers to be private. Electronic messages and files stored on WGTC based computers shall be treated like other premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to ensure that users are acting responsibly. Moreover, WGTC officials shall cooperate with law enforcement officials who are properly authorized to search WGTC computers and computer systems.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by WGTC. Any such use should be

brief, infrequent, and shall not interfere with User's performance, duties, coursework and/or responsibilities.

Users of WGTC computers and computer systems are subject to the policies on the development of Intellectual Property. Any violation of this Guideline and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

- WGTC makes no warranties of any kind, either expressed or implied, for the computers, computer systems and Internet access it provides.
- WGTC shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service.
- WGTC shall not be responsible for the accuracy, nature or quality of information gathered through removable storage media, hard drives or servers; nor for the accuracy, nature or quality of information gathered through the provided Internet access.
- WGTC shall not be responsible for personal property used to access its computers or networks or for Technical College-provided Internet access.
- WGTC shall not be responsible for unauthorized financial obligations resulting from Technical College-provided access to the Internet.

The foregoing standards are equally applicable to students and employees of WGTC.

#### **Passwords and Complexity – Faculty and Staff:**

All passwords must be kept as secure as possible. Users must not compromise the privacy of their password by giving it to others or exposing it to public view. Passwords could be used to access other resources on Campus such as Banner, and Windows Accounts.

The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

The complexity and age requirements of passwords are as follows:

- Passwords maximum age: 45 days (you must change your password every 45 days.)
- System remembers last 24 passwords. (Do not use a previously used password)
- Passwords can be changed once every 24 hours
- Does not contain the user's account name or parts of the user's full name.
- Be at least eight characters in length.
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)

#### **Passwords and Complexity – Students:**

All passwords must be kept as secure as possible. Users must not compromise the privacy of their password by giving it to others or exposing it to public view. Passwords could be used to access other resources on Campus such as Banner, and Windows Accounts.

The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

The complexity and age requirements of passwords are as follows:

- Passwords maximum age: 365 days (due to our Semester system, and student tenure, this is the maximum limit)
- System remembers last 24 passwords. ( Do not use a previously used password)
- Passwords can be changed once every 24 hours
- Does not contain the user's account name or parts of the user's full name.
- Be at least eight characters in length.
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)

#### **Web Filtering:**

In accordance with TCSG standards, and WGTC Internet use policies, the below categories are blocked:

- Gambling (GA Lottery is acceptable)
- Pornography and nudity
- Peer-to-Peer, and illegal activities or downloads
- Proxies and anonymizers
- Personal VPN
- Spyware
- Phishing & Fraud
- Spam
- Terrorism

These requirements are the MINIMUM categories. Additional filtering based on locally determined criteria may be invoked at WGTC's discretion and these guidelines can be revised based on changing information security requirements. In addition, all web access is logged and is subject to review.

Occasional personal use of Internet connectivity that does not involve any inappropriate use as described above may occur, if permitted by WGTC. Any such use should be brief, infrequent, and shall not interfere with User's performance, duties and responsibilities.

The foregoing standards are equally applicable to students and employees of WGTC.

#### **Procedure for unblocking:**

If you do come across a legitimate site that is blocked, please notify your instructor or Supervisor. They can submit a justification to the WGTC Information Security Administrator (via the Helpdesk) for the site so it can be documented and un-blocked. If a site is deemed

questionable by the ISA, the request will be submitted to the appropriate Dean/Division Chair and/or Vice President to identify a course of action.

**Penalties:**

Violations of these policies incur the same types of disciplinary measures as violations of other WGTC policies or state or federal laws, including criminal prosecution.

Reference: State Board Procedure 3.5.1p1  
<https://tcsգ.atlassian.net/wiki/spaces/policymanual/overview>

Policy Source: West Georgia Technical College	Policy Manager: Executive Director, Information Technology	Effective: 3/2009
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