

2.0351 Internet Acceptable Use Policy

Internet services are provided for GTCC students to support their educational needs and for GTCC faculty and staff to support their professional activities. All GTCC users are responsible for using the Internet in an effective, efficient, ethical and lawful manner. Internet access is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly.

Procedure:

1. Acceptance of the Internet configuration and software files constitutes agreement with the policies outlined, and understanding of appropriate and inappropriate use.
2. Users have access to a wide variety of information via GTCC Internet services. The availability of such information does not imply that GTCC approves or endorses its content. Additionally, there is no guarantee of the validity or accuracy of information accessed.
3. Users of GTCC Internet services should be aware that files and electronic mail are not completely private. Efforts are made to maintain the reasonable privacy of users' files on GTCC's local servers. However, users should be aware that GTCC would be compelled to share any files requested as a result of legal process or as otherwise required by law.
4. Following is a list of unauthorized activities. It is not exhaustive; users should not assume that any system use not specifically excluded is authorized or that it will be treated as such. If there is a question about whether a specific use would be permitted, it should be referred to the Internet Administrator, who will take it to the Internet Committee if necessary.
 - a. GTCC accounts are to be used solely by GTCC faculty, staff, and students. Employees and students may not give other persons including relatives or friends access to their accounts.
 - b. Individuals may not conduct activities for personal gain via GTCC Internet services. This includes advertising personal services, selling, soliciting jobs, or any other activities whose purpose is to generate revenue for an organization or for the individual's personal gain.
 - c. Activities which interfere with the ability of other users to make effective use of GTCC computer services are prohibited. Such activities include but are not necessarily limited to harassing or threatening other users; attempting to steal passwords or other restricted information; attempting to crash the system; attempting to gain access to directories or files for

which a user is not authorized; or actions which adversely affect the performance of the computer system. Users are expected to abide by the rules of other networks that they may access via the Internet.

- d. Copying, providing, receiving, or using copyrighted material in violation of licensing agreements is prohibited. Page creators using copyrighted material must obtain written permission documentation from the copyright holder, and complete a web page agreement (see forms) to be filed with the server administrator. If student photographs are used, written releases must be completed and filed.
 - e. Use of Internet services for any illegal activity will result in loss of access without prior notice. Such activities include but are not limited to computer hacking or fraud. Legal action may also be taken.
 - f. Any software which can be classified as “push technology.”
5. GTCC reserves the right to examine user files, accounting information, and backups generated by use of the computing system. System administrators have the authorization and ability to monitor any user's files if there is a performance reason to do so or a specific reason to believe that a user has engaged or is engaging in unauthorized activities.
- a. When a process is consuming excessive system resources or degrading system response it may be terminated, or its priority may be altered without notice.
 - b. Generally, a reasonable attempt will be made to notify users of a first offense. Serious or repeated offenses will result in immediate suspension or cancellation of access depending on the severity of the offense.
6. Violations will be reviewed by the Internet Committee, which may refer them for further actions to appropriate GTCC authorities who may impose disciplinary actions as specified in the policies of the college.
7. Individual departments may have additional rules and regulations pertaining to Internet use in their areas. Users are also expected to abide by these additional rules.

Approved 6/20/96
Rev. 7/12/99
Rev. 7/11/03