

Williamsburg Technical College

**STATEMENT OF POLICY**

**SECTION E – FACILITIES MANAGEMENT**

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|---|---|
| Title<br><b>COMPUTER FACILITIES AND SERVICES</b>                                  | Number<br><b>E-15</b>                                       |
| Division of Responsibility<br><b>President – Development and Public Relations</b> | Date <b>11/2/20</b> Page <b>1 of 3</b>                      |
| Approval<br>President<br>_____<br>Commission Chair<br>_____                       | Supersedes Policy<br>No. <b>E-22</b><br>Date <b>7/12/10</b> |
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**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy Policies 4-4-102 concerning the purpose and functions of the wide area network (TECHNET) and Policy 4-4-103 concerning network acceptable use.

**I. GENERAL PRINCIPLES**

- A. Access to computer systems and networks owned or operated by the State of South Carolina imposes certain responsibilities and obligations on students, state employees, and officials (hereinafter termed “users”) and is subject to state government policies and local, state, and federal laws. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual’s rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
- B. Users may be subject to limitations on their use of the networks as determined by the appropriate supervising authority.
- C. Use of network services provided by the State of South Carolina may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring and agree to this practice.
- D. Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority, and the State of South Carolina is relieved of any legal responsibility therefore. Users will be personally responsible and liable for such infringing activities.

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**SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE**

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- E. By participating in the use of networks and systems provided by the state, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in state disciplinary action.
- F. This document may be updated on an as-needed basis and is subject to annual review.

**II. SPECIFIC PROVISIONS**

A. Users shall:

- 1. Use the network only for official class and/or state business and access only files and data that are their own, that are publicly available, or to which they have authorized access. “Official state business” for education and research purposes by entities established specifically for such purposes (e.g. schools, colleges, universities, libraries) may be more broadly interpreted in accordance with guidelines developed by such entities.
- 2. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- 3. Protect their USER ID and system from unauthorized use.
- 4. Assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

B. Users shall not:

- 1. Use the networks for illegal, unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene, or otherwise illegal or unlawful materials.
- 2. Use mail or messaging services to harass, intimidate, or otherwise annoy another person.
- 3. Use the networks for private, recreational, nonpublic purposes including the conduct of personal commercial transactions.
- 4. Use the networks for commercial or partisan political purposes.
- 5. Use the networks or other state equipment for personal gain such as selling access to a USER ID or by performing work for profit with state resources in a manner not authorized by the state.

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6. Use the network to disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer “worms” and viruses, and sustained high volume network traffic which substantially hinders others in their use of the network.
7. Attempt to circumvent or subvert system or network security measures.
8. Intercept network traffic for any purpose unless engaged in authorized network administrative duties.
9. Make or use illegal copies of copyrighted software or other mediums, store such copies on state systems, or transmit them over state networks.