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TITLE: Acceptable Use Policy

EFFECTIVE: April 7, 2009

LAST REVISION: January 3, 2018

Policy No: 7.001.2

Purpose

SOWELA Technical Community College's (SOWELA) Acceptable Use Policy ("AUP") sets forth the standards by which all students, faculty, staff and authorized guests (hereafter referred to collectively as "User(s)") may use their assigned computer accounts, email services and the SOWELA network. The use of SOWELA's computer and network resources including all electronic communication systems and equipment (hereafter referred to collectively as the "SOWELA Network") is a revocable privilege.

Policy Statement

SOWELA provides information technology for faculty, staff, students, and certain other users in support of the College's mission of teaching and learning, and to conduct official College business. As with all College assets, information technology is to be used in ways consistent with federal and state law and overall Louisiana Community and Technical College System (LCTCS) policy. As such, this policy does not supersede any existing LCTCS policy. This policy is supplemented by the policies of those networks to which SOWELA is interconnected, including but not limited to LONI.

Responsibilities

Responsible use of information technology requires that the user:

1. Respect the rights of others by complying with all College policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data to which you have access
2. Use only computer accounts and communication facilities which he/she is duly authorized to use and use them for the purposes for which they were intended; for example, a user should not use College information technology to run a private business for financial gain or to solicit others for commercial ventures, religious or political causes or outside organizations.
3. Respect all pertinent licenses (including software licenses), copyrights, contracts, and other restricted or proprietary information. Use only legal versions of copyrighted software in compliance with vendor license requirement and in compliance with Software License Compliance Policy # 7.015.

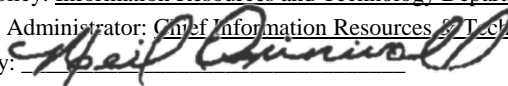
4. Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network.
5. Acknowledge that the password is private to the user and must be safeguarded. That it WILL NOT be shared with any person, including **supervisor**.
6. Respect and adhere to any state or federal law which may govern the use of information technology or communication networks.
7. Acknowledge that the privacy and confidentiality of electronic information transmissions cannot be guaranteed; for example, electronic mail is generally not secured and is vulnerable to unauthorized access and modification. That no sensitive data will be shared via unencrypted email. Under NO circumstances may a Social Security Number be sent through unencrypted email through text or attachment. (Should a SSN be sent in, upon reply said number will be removed).
8. Acknowledge that authorized College personnel may examine computing resources, communication systems, files, electronic mail, and printer listings for reasons including but not limited to troubleshooting hardware and software problems, preventing or investigating unauthorized access and system misuse, assuring compliance with software copyright and distribution policies, and complying with legal and regulatory requests for information. By using SOWELA information technology systems you agree to comply with the acceptable use policies of the College's Internet providers. LONI is the current Internet Service Provider for SOWELA.
9. Acknowledge that the account is issued for phone, Email, Internet and intranet access. That non-work related list serves or RSS feeds are not permitted and that email usage will be in compliance with Email – Administrative Usage Policy # 7.014.
10. Acknowledge that all sensitive data that leaves the SOWELA campus must be encrypted according to Policy # 7.002.
11. Acknowledge that upon the determination that the device is no longer usable or needed, all data storage devices including jump drives, CD's, and external drives, must be surrendered to SOWELA IT for proper disposal.

Source of Policy: Information Resources and Technology Department

LCTCS Policy Reference: N/A

Responsible Administrator: Chief Information Resources & Technology Officer

Related Policy: N/A

Approved by:  Date: 2-5-18

Chancellor