7.21.15 Appropriate Use (information)

Appropriate Use of IT Resources

Policy Summary

The University System of Georgia (USG) expects all institutions and their users to use IT resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of sites and applications, state and federal laws, and USG policies and standards. USG institutions may develop policies, standards and guidelines based on their specific needs to augment USG policies, but they must not exceed the intent of this policy.

Applicability/Eligibility

Students

Faculty

Administration of Policy

Marketing Authority

Board of Regents, Policy Manual

Responsible Officer

Information Systems and Technology, 215th Floor, Commerce Building, 3-4257

Responsible Officer(s)/Associate Provost for IST

Background

None

Contacts

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Campus Location</th>
<th>Phone Number and/or E-Mail Address</th>
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<tr>
<td>Associate Provost for IST</td>
<td>131st Floor, Commerce Building</td>
<td>404-425-4327</td>
</tr>
</tbody>
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Full Policy Text

The University System of Georgia (USG) expects all institutions and their users to use IT resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, and the integrity of sites and applications, state and federal laws, and USG policies and standards. USG institutions may develop policies, standards and guidelines based on their specific needs to supplement USG policies, but they must not exceed the intent of this policy.

This policy outlines the standards for appropriate use of USG IT resources, which include, but are not limited to, equipment, software, networks, data, and data systems whether owned, leased, or otherwise provided by the USG institutions.

This policy applies to all users of Board of Regents-USG IT resources including faculty, staff, students, guests, external organizations, and individuals accessing network services, such as the Internet via USG resources.

Standards

Preserving the access to information resources is a system-wide effort that requires each institution to act responsibly and guard against abuse. Therefore, the USG as a whole, each individual institution, and its users must have the obligation to abide by the following standards of appropriate and ethical use:

- Use USG IT resources for which you have authorization
- Protect the access and integrity of IT resources
- Modify the applications, data, or hardware in accordance with specific policies of the University
- Use IT resources only for their intended purposes
- Respect the privacy and personal rights of others
- Do no harm

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property, and subjects one to discipline. Any user of an USG system found using IT resources for unethical and/or inappropriate practices has violated this policy, and is subject to disciplinary proceedings including suspension of system privileges, exclusion from school, termination of employment and/or legal action as may be appropriate. Although all members of the university system have an expectation of privacy, it is at the discretion of the policy and/or the individual what information may be shared. The USG is committed to protect the integrity of IT resources, the rights of all users, and the property of the University System and the State. The USG thus reserves the right to remove material from its IT resources if it is a reasonable belief that the standards for appropriate use are being violated by a member institution, user, or user's employee or its systems or networks.

Rationale or Purpose

It is the policy of the University System of Georgia to provide an environment that encourages the free exchange of ideas and sharing of information. Access to this environment and the University's Information Technology (IT) resources is a privilege and must be maintained with the highest standard of ethics.

Policy History

None

Cross References

None

Appendix

None

Additional Information

Specific guidelines for interpretation and administration of this policy are given in the Guidelines for Interpretation and Administration of USG Appropriate Use Policy. These guidelines contain more specific examples of offenses, and procedures for dealing with incidents.

Additional Helpful Resources

- Contact Information
- Procedural Guidelines
- Policy Sources
- Search Policies
- Policy Index
- Contact