<table>
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<tr>
<th>Procedure Title:</th>
<th>INFORMATION SYSTEMS MANAGEMENT SERVICES - INTERNET USE</th>
<th>Procedure Number:</th>
<th>4-4-108.1</th>
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<tr>
<td>Institutional Authority:</td>
<td>Vice President of Administrative Services</td>
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<td>Associated SBTCE Policy/Procedure:</td>
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<td>Governing ATC Policy:</td>
<td>4-4-108</td>
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**Approved:**

[Signatures: Susan [Signature] [Name] and Dennis [Signature] [Name] Vice President of Administrative Services]

**Date Adopted:** 03/10/2008

1. **Use of Internet**

Access to the Internet through the Aiken Technical College network is a privilege and carries responsibilities reflecting responsible and ethical use. Network accounts must be approved and granted through the Information Systems Management Office (ISM). The request must document the reasons for requiring network accounts in order to evaluate the resources available to ensure that employee-users remain in compliance with this policy. Use of the Internet through the Aiken Technical College network constitutes the individual’s acceptance of this policy.

Employee-users are expected to be knowledgeable of these and all policies of Aiken Technical College. Any questions should be directed to ISM. Violations of this or any other Aiken Technical College policy subjects the employee-user to immediate revocation of system privileges and may result in further disciplinary action.

2. **Authentication Process**

The employee-user must first be authenticated through an Aiken Technical College assigned network username and password. The username and password is the responsibility of the individual to whom it is assigned. Any use of the username and password by other individuals (e.g. other College staff, students, or family members) to gain access to the Aiken Technical College network and Internet makes that employee-user responsible for any and all actions of those individuals. Violations of Aiken
Technical College Internet Use Policy and any other policy through the use of the username and password subjects the individual to whom it is assigned to disciplinary action, up to and including termination. Transmissions made through the Aiken Technical College network are not confidential and may be subject to employer review for business purposes.

3. Personal Use

Limited personal use of the Internet is allowed but discouraged. The employee-user is reminded that use of any and all Aiken Technical College assets is primarily for the purpose of Aiken Technical College business. Any personal use of the Internet is expected to be on the user’s own time and is not to interfere with the person’s job responsibilities. The College is not obligated to provide support for issues that do not support the College’s mission.

In addition, any posting to public forums such as blogs, newsgroups, or any transmittal of electronic mail through the Internet for personal use must include a disclaimer that the views are those of the employee-user and not Aiken Technical College. These forums should be used with care and not cause any adverse publicity or embarrassment to Aiken Technical College.

Personal use of a College @atc.edu e-mail address is discouraged. Instead, external e-mail accounts that are accessed by a web browser is preferred.

4. Ethical Use of College Assets

At any time and without prior notice, Aiken Technical College management reserves the right to examine network activity e-mail; hard drive files, and other information stored on Aiken Technical College equipment. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists the management of information systems. As such, ISM may monitor network access and computer use. Use of the Internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other Aiken Technical College policies including but not limited to Information Security policies and policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employee-users are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity. Employee-users are forbidden from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums. Any electronic mail sent through or postings to forums must fall within these ethical standards.
The employee-user must abide by all Federal and State laws with regard to information sent through the Internet. Aiken Technical college code prohibits unauthorized release or disclosure of any member information through the Internet or by any other means.

Employee-users are also prohibited from using Internet access through Aiken Technical College systems for any business or profit-making activities.

In general, employee-users should exercise the same restraint and caution in drafting and transmitting messages over the Internet as they would when writing a memorandum and should assume that their message may be viewed by someone other than the intended recipients.

5. Downloading Software

Employee-users should not download or install software, unless it is required for their College job or their class work. Downloading of games from the Internet is prohibited. Running any executable file or program which changes the configuration of your system by anyone other than ISM personnel is prohibited. The employee-user should take extreme caution when viewing e-mails, viewing web pages, and downloading software or files from the Internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into Aiken Technical College’s network. It is mandatory that you comply with copyright and trademark laws when downloading material from the Internet.

If the employee-user finds that any damage occurred as a result of download software or files, the incident should be reported immediately to the ISM Office. The College may remove any software or files that do not support the College’s mission.

Employee-users may not install other on-line services to access the Internet on Aiken Technical College owned computers, such as America OnLine, CompuServe, Earthlink, etc… Any questions should be directed to the ISM Office.

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