

Computer Use Policy

Effective Date: June 6, 2023

Introduction:

This Computer Use Policy ("Policy") governs the use of computer systems, networks, and digital resources at Carolina College of Biblical Studies. It is essential for all members of the college community, including students, faculty, staff, and any other authorized users, to understand and adhere to this Policy. By using the college's computer resources, individuals agree to comply with the guidelines and rules outlined herein.

1. Acceptable Use:

1.1 Authorized Purposes:

College computer resources must be used solely for educational, administrative, and research purposes directly related to the mission of the college.

1.2 Lawful and Ethical Use:

Users are expected to utilize college computer resources in a lawful and ethical manner, respecting the rights and privacy of others, and complying with all applicable laws and regulations.

2. User Responsibilities:

2.1 Account Usage:

Users are responsible for safeguarding their login credentials and must not share their account information with others.

2.2 Personal Data:

Users should exercise caution when storing personal data on college computer resources, ensuring compliance with applicable privacy laws, and protecting sensitive information from unauthorized access or disclosure.

2.3 Malicious Activities:

Users must not engage in any activities that could harm the college's computer systems, networks, or compromise the security of data. This includes but is not limited to, spreading malware, hacking, or attempting unauthorized access to systems or accounts.

2.4 Copyright and Intellectual Property:

Users must respect copyright laws and intellectual property rights. Unauthorized downloading, sharing, or distribution of copyrighted materials is strictly prohibited.

2.5 Respect for Others:

Users must not engage in activities that are harassing, defamatory, discriminatory, or

otherwise disruptive to others, whether through email, online communication platforms, or any other digital means.

3. Network and System Usage:

3.1 System Access:

Users should only access computer systems, networks, or digital resources for which they have authorized access.

3.2 Unauthorized Access:

Attempting to gain unauthorized access to college systems, networks, or other user accounts is strictly prohibited.

3.3 Network Security:

Users must not compromise the security of the college's network infrastructure or attempt to bypass network security measures.

3.4 Resource Allocation:

Users should refrain from excessive use of network bandwidth, system resources, or storage that may adversely affect the performance of the college's computer systems or impede other users' access.

4. Prohibited Actions:

4.1 Illegal Activities:

Users must not engage in any illegal activities using college computer resources, including but not limited to, unauthorized distribution of copyrighted materials, online harassment, or any activity that violates local, state, or federal laws.

4.2 Unauthorized Software:

Users should not install or use unauthorized software or applications on college computers or networks unless explicitly permitted by the college's IT department.

4.3 Data Privacy:

Users must respect the privacy of others and refrain from accessing, modifying, or disclosing others' personal information without proper authorization.

4.4 Social Media and Online Presence:

Users should exercise responsible and professional behavior when representing the college through social media or other online platforms, adhering to the college's social media policy if applicable.

5. Consequences:

5.1 Violations:

Violations of this Policy may result in disciplinary actions, including but not limited to,

suspension or termination of access to college computer resources, academic penalties, and legal consequences as applicable.

5.2 Reporting:

Suspected violations of this Policy should be reported to the appropriate college authority or the IT department.

Note: This Computer Use Policy is not intended to be an exhaustive list of guidelines and rules. Additional policies, procedures, and guidelines may be in place to address specific technology usage within the college. Users are expected to familiarize themselves with these additional resources.

By using college computer resources, users acknowledge their understanding and acceptance of this Computer Use Policy. The college reserves the right to modify or update this Policy as necessary, and users will be notified of any changes in a timely manner.