

ACCEPTABLE USE POLICY (AUP)

Area:	Information Technology	Number:	
Applies to:	University Community	Issued:	November 11, 2010
Sources:		Revised:	December 7, 2023
		Reviewed:	
Policy Owner:	Chief Information Officer	Page(s):	2

I. Purpose

This policy establishes that Georgia Southern University (University) and its users have an obligation to abide by standards that support the appropriate and ethical use of University resources. The use of these resources is a privilege granted by Georgia Southern University to authorized users only. The policy is not intended to be exhaustive, and the University reserves the right to limit, restrict, or extend privileges and access to its information technology resources.

This policy will be administered and enforced by the Chief Information Officer or duly authorized designee.

II. Policy Statement

Georgia Southern University provides access to technology resources for students, faculty, staff, and other users as authorized by the University. The technology resources of the University, including but not limited to, facilities, hardware, software, networks, data, information, and user accounts, are the property of the University and should not be used in a manner that violates University policies, state and federal laws, and all contractual and license agreements.

III. Exclusions

There are no exclusions or exceptions to this policy.

IV. Procedures

The following guidelines establish the obligation by which the institution and users must abide to promote ethical and appropriate use of campus resources.

- Use of any University IT resource is restricted to those having proper authorization to use that resource. It is a violation of the law and University policy to assist in, encourage, or conceal from authorities any unauthorized use, or attempted unauthorized use of any of the University's computers or network facilities.
- No one shall misrepresent one's identity or relationship to the University when obtaining or using University computer or network privileges.

- No one without written authorization shall read, alter, or delete any other person's work documentation, computer files, or electronic mail. This rule applies regardless of whether the operating system of the computer permits these acts.
- Passwords to any IT resource shall only be issued to authorized users.
- Password recipients are responsible for the protection of their access credentials and shall not distribute them to other users.
- Users must take appropriate steps to secure protected, confidential, and sensitive information, including personal identifying information such as social security numbers and birth dates.
- All users shall abide by all local, state, and federal laws when utilizing University IT resources.
- No one shall download, copy, install, transmit, or use any software or files in violation of applicable copyrights or license agreements, including but not limited to downloading and/or distribution of music, movies, software, or any other electronic media via the Internet.
- University IT resources shall not be used for personal political gain or as a vehicle for election to a public office.
- Respect the privacy and personal rights of others.

Technology controls permit the logging of activities on university computer systems and systems are regularly monitored for unauthorized use.

Georgia Southern University will handle reports of misuse and abuse of information and IT resources in accordance with existing policies and procedures issued by appropriate authorities. Depending on the individual and circumstances involved, this could include the offices of Human Resources, Provost, Dean of Students, Legal Affairs, and/or appropriate law enforcement agencies.

Failure to comply with University IT policies may result in sanctions relating to the individual's use of information technology resources (such as suspension or termination of access, or removal of online material); the individual's employment (up to and including immediate termination of employment in accordance with applicable university policy); the individual's studies within the university (such as student discipline in accordance with applicable university policy); civil or criminal liability; or any combination of these.