

SYSTEM OFFICE

STATEMENT ON ACCEPTABLE USE POLICY FOR COMPUTERS, NETWORK SERVICES AND THE INTERNET

GENERAL PRINCIPLES

1. Access to computer systems and networks owned or operated by the State of South Carolina imposes certain responsibilities and obligations on state employees and officials (hereinafter termed users) and is subject to state government policies and local, state and federal laws. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and freedom from intimidation, harassment, and unwarranted annoyance.
2. Users may be subject to limitations on their use of the networks as determined by the appropriate supervising authority. SC Technical College System (SCTCS) systems shall be used for SCTCS business purposes.
3. SCTCS reserves the right to inspect any system owned by SCTCS and monitor its usage at any time. Users of these services are therefore advised of monitoring and agree to this practice.
4. Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority and the State of South Carolina is relieved of any legal responsibility. Users will be personally responsible and liable for such infringing activities.
5. By participating in the use of networks and systems provided by the State, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in state disciplinary action.
6. All transmitted or stored information is considered SCTCS property.
7. This document may be updated on an as needed basis and is subject to annual review.
8. The SCTCS expressly reserves the right to examine electronic mail messages, individual computer files and documents, web browser cache files, web browser bookmarks, and other information stored on or passing through agency computers or networks.
9. There should be no expectation of privacy or ownership by the user in connection with the use of this system or with the transmission, receipt, or storage of, information in this system.
10. Electronic communications devices are subject to the same policies as other computers systems and networks owned or operated by the State of South Carolina or the SCTCS. The SCTCS reserves the right to limit personally owned electronic communication devices from use on SCTCS networks and from connecting with or synchronizing to SCTCS resources.

SPECIFIC PROVISIONS

1. Users shall protect their LOGON and system from unauthorized use. Users shall assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.
2. Users who use the system for improper purposes which include, but are not limited to: threats, harassment, attempting to access others' files without their permission, commercial solicitation, accessing pornography or other obscene images, downloading or file-sharing of copyrighted materials, etc. may be subject to SCTCS's progressive disciplinary policy.
3. Users shall not use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic which substantially hinders others in their use of the network or attempt to circumvent or subvert system or network security measures.

I have read and understand the conditions in this statement.

Employee Signature

Date

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT
CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.