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| Policy Name: | Computer Operations/Internet |
| TBR Policy Number: | N/A |
| TCAT-Dickson Policy Number: | IT-110 |
| Effective Date: | August 19, 2020 |
| Date of Last Revision: | August 19, 2020 |
| Functional Area: | Information Technology |

Computer Operation and Internet Access Policy and Guidelines

All students are required to sign an Acceptable Use Policy for Information Technology and must adhere to the following protocols. Compliance with this policy is necessary to insure maximum utilization and performance of each computer system as well as provide a sense of security and restful cooperation among the school community. Strict adherence to this policy will prevent costly damage or repair, downtime, and loss of computer privileges.

1. No computer system can be used without prior approval of the supervising instructor or other school official.
2. Because software is protected under copyright laws, no software can be copied without written authorization.
3. No outside software can be loaded on school computers without written approval.
4. Changes to a system's configuration or the inappropriate deleting or changing of computer settings is forbidden.
5. Technical manuals may not be removed from the training area.
6. Computers must not be moved or repositioned on tables.
7. To prevent damage to any system, computer users should not eat or drink within five (5) feet of a computer system, or smoke around computer equipment.
8. Specific policy for access to the Internet:
 - The system may not be used for personal or private matters. Downloading/coping files or software for personal use is a violation of the Acceptable Use Policy.
 - Creating, distributing, or accessing hate mail, pornographic or obscene materials, discriminatory, or harassing materials, is strictly forbidden.
 - Anti-Social behaviors, including spamming is forbidden.
 - Creating, distributing, or accessing confidential material, including but not limited to, test files or student/personnel records are forbidden.
9. All individuals must refrain from monopolizing their computer systems, creating unnecessary and excessive data, unnecessary computer/internet access, computer disk space, printer paper, or other information technology resources.
10. Electronic records sent, received, or stored on computers owned, leased, or administered by TCAT-Dickson are the property of the College and the Tennessee Board of Regents. As such, the content of such records, including electronic mail, are subject to inspection by TCAT-Dickson personnel. Users have no reasonable expectation of privacy in the use of these resources.

11. It is the policy of TCAT-Dickson that college telephones are to be used for business purposes only. Students are expected to exercise the same discretion in using personal cellular phones as is expected for the use of College phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others.
12. All individuals are subject to criminal charges for illegal internet actions on their part. Further, students and employees must report to TCAT-Dickson administration any observations of attempted security violations or illegal activities as defined by local, state, or federal laws.

Inspection of Electronic Records - Electronic records sent, received, or stored on computers owned, leased, or administered by the Tennessee College of Applied Technology - Dickson are the property of the College and the Tennessee Board of Regents. As the property of TCAT Dickson and TBR, the content of such records, including electronic mail, are subject to inspection by TCAT Dickson personnel. Users should have no reasonable expectation of privacy in the use of these resources.