**POLICIES AND PROCEDURES MANUAL**

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| **TITLE** | **Computer System Acceptable Use Policy** |
| **LEGAL AUTHORITY** | **President and Cabinet** |
| **DATE APPROVED** | **June 22, 2015**  **Revised: June 26, 2023** |

**Introduction:**

The purpose of this policy is to outline the acceptable use of computer equipment at Lawson State Community College (LSCC). These rules are in place to protect the employee and the College. Inappropriate use exposes the College to risks including virus attacks, compromise of network systems and services, and legal issues.

1. **Policy:**
   1. All computer systems and peripherals are owned by Lawson State Community College and are subject to access by the Lawson State MIS Department for the purposes of repair, maintenance, updating or monitoring.
   2. All computer systems and peripherals are provided solely for business purposes pertaining to your employment at Lawson State Community College.
   3. Employees must comply with all federal, state and local laws.
   4. Employees must comply with all other Acceptable Use Policies which may apply.
   5. Employees must comply with all College Security Policies, including but not limited to: the *User Account Policy*, the *Password Policy*, the *Email Access Policy,* the *Remote Access Policy* and the *Computer System Acceptable Use Policy*.
   6. Employees shall not install any software, hardware components, or modify any configuration files without the written permission of the Director of Information Management Systems.
   7. Employees shall not use Lawson State computer systems to sell items, gamble, win contests, print coupons or in any way solicit income.
   8. Employees shall not use Lawson State computer systems to play computer games, view pornography, excessively participate in any personal social networking sites, or engage in mischievous or threatening activity.
   9. Employees shall not transfer copyrighted materials or engage in any illegal activity.
   10. Employees shall not access, modify, or delete files or data without the permission of the owner or creator of such files.
   11. Employees shall not allow anyone to use their Lawson State issued computer system or device for any reason; including, but not limited to, spouses, children, family members, friends, etc.

**2.0 Statement of Understanding**

By signing below, I acknowledge that I have read and understand the Computer Systems Acceptable Use Policy of Lawson State Community College and agree to abide by the policy. I understand that violations of the policy may result in limited use of Computer Systems and/or disciplinary action, including termination.

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*Signature Date*