ABAC 11.3.1 - Information Technology Acceptable Use Policy

Purpose
The Abraham Baldwin Agricultural College (ABAC) Acceptable Use Policy (AUP) provides the guiding principles for use of Information Technology (IT) resources at ABAC. Users of ABAC's IT resources are expected to be good stewards of these resources and to act in a responsible manner. Appropriate use of IT resources allows the College to achieve its academic, business, and research missions while maintaining a culture of openness, trust, and integrity.

Scope
All ABAC IT resource users are covered by this policy.

Policy Statement
ABAC IT resources must be used in accordance with applicable licenses and contracts, and according to their intended use in support of the College's mission.

All users must comply with federal, state, and local laws, as well as University System of Georgia and ABAC policies, when using ABAC IT resources.

Acceptable Use
Employees and Student Employees
With the exception of incidental personal use, as defined below, ABAC IT resources must be used only to conduct the legitimate business of the College (e.g. scholarly activity, academic instruction, research, learning, business operations).

Incidental personal use of ABAC IT resources by College employees is permitted if the personal use does not interfere with the execution of job duties, does not incur cost on behalf of the College, and is not unacceptable as defined in the Unacceptable Use section below.

Students
ABAC students may use ABAC's networks for recreational and personal purposes to the extent that such use is not unacceptable as defined in the Unacceptable Use section below and does not adversely affect network service performance for other users engaged in academic, research, or official business activities.

Unacceptable Use

ABAC employees, including students acting as employees, are prohibited from the following actions when using ABAC IT resources:

- Unauthorized use of IT resources for commercial purposes or personal gain
- Transmitting unapproved commercial or personal advertisements, solicitations, or promotions

All users are prohibited from using ABAC IT resources in a manner which results in a violation of law or policy or potentially adversely affects network service performance. Examples of unacceptable use include, but are not limited to, the following:

- Printing items for personal use
- Excessive storage of personal files
- Use of ABAC email to subscribe to non-academic services (Netflix, Amazon, etc.)
- Activities that violate federal, state, or local law
- Activities that violate any College or Board of Regents policy
- Activities that lead to the destruction or damage of equipment, software, or data belonging to others or the College
- Circumventing information security controls of College IT resources
- Releasing malware
- Intentionally installing malicious software
- Impeding or disrupting the legitimate computing activities of others
- Unauthorized use of accounts, access codes, passwords, or identification numbers
- Unauthorized use of systems and networks
- Unauthorized monitoring of communications

This list is not complete or exhaustive. It provides examples of prohibited actions. Any user in doubt about the acceptable use of ABAC IT resources should contact Office of Technology Services for further clarification and assistance at techsupport@abac.edu or 229.391.5400.

Policy Terms
ABAC IT Resources

ABAC owned computers, networks, devices, storage, applications, or other IT equipment. "ABAC owned" is defined as equipment purchased with either College funding (including sources such as Foundation funds etc.) or Sponsored Research funding (unless otherwise specified in the research agreement).

Enforcement

Violations of this policy may result in loss of ABAC system and network usage privileges and/or disciplinary action (up to and including termination or expulsion) as outlined in applicable ABAC policies.

If user suspects that they are a victim of a violation of this policy, then the violation may be reported directly to the Office of Technology Services team by sending an email to abuse@abac.edu.

Users should report any other violations through ABAC's Ethics and Compliance Reporting Hotline, a secure and confidential reporting system, at https://abac.alertline.com/gcs/welcome

Related Information
Ethics and Compliance Reporting Hotline

References
USG IT Handbook Section 5.1.3

Revision and Sign-off Sheet

Change Record

Revision Date	Author	Change Reference
9/13/2019		New Policy (Information Technology Acceptable Use Policy)
12/13/2023	Paul Cook	Updated Unacceptable Use section

Owner(s)

Name	Position
OTS	CIO/CISO

Approval(s)

Name	Approval Date
ABAC Cabinet	September 2019
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