

**Acceptable Use Policy**  
*Information Technology*



**Purpose**

Florida Southern College makes available to its community members computing and network resources, including shared information technology resources to deliver information. These resources are to be used in a manner consistent with College policy and the law.

**Scope**

The Acceptable Use Policy for Florida Southern College Information Technology applies to all active members of the College community, including faculty, students, staff, and affiliates, and to authorized visitors, guests, and others for whom College technology resources and network access are made available by the College. By accessing the FSC network users agree to abide by this policy.

**A. POLICY STATEMENT**

**1. Institutional Use**

Use of all College information technology and digital resources should be for purposes that are consistent with the non-profit educational mission and the policies and legal requirements (including license agreements and terms of service) of the College, and not for commercial purposes.

**2. Prohibited Use**

Use of the College's information technology and digital resources should not violate applicable federal, state, and local law, including U.S. copyright law, or applicable College policies, and, if travel is involved, the laws of the relevant nation or state. These include for example, the laws on libel, privacy, copyright, trademark, obscenity, and child pornography; the Florida Computer Crimes Act (FL Statute Ch. 815), the Florida Security of Communications Statute (FL Statute Ch. 934), the Electronic Communications Privacy Act (18 U.S.C. §§ 2510 et seq.), and the Computer Fraud and Abuse Act (18 U.S.C. §1030 et seq.) From any location, College resources may not be used to transmit malicious, harassing, or defamatory content.

The following actions are considered unacceptable behavior:

- Users may not participate in any malicious behavior that harms or interferes with others' use of resources.
- Users may not use resources or information for commercial purposes without prior authorization.
- Users may not disrupt or tamper with network equipment or services or tamper with software protections or restrictions.
- Individual users are prohibited from mass emailing the entire campus community. Mass communications, such as these are to be limited and must be approved by a Cabinet member and should be sent from a 'department' or 'department announcement' email account upon approval.

- Accounts and password should not be shared or used by persons other than those to whom they have been assigned.
- Users must refrain from speaking on behalf of the College without proper authorization to do so. This includes via email, phone, website, and all social media.

### **3. Access and Privacy**

In general, and subject to applicable law, the College reserves the right to access and copy information and files (including email and voice messages) residing on College-owned equipment, systems, and in storage contracted by the College from outside enterprises. This includes access without notice, where justified by the College's operational and/or legal needs and consistent with applicable laws.

If business-related information or files (including e-mail and digitized voice messages) must be accessed based on business need or where required by law, they may be accessed by the College after consultation with Senior Staff and among the appropriate College offices.

The College may, in its discretion, disclose the results of any such individual or general monitoring, including the contents and records of individual communications, to appropriate College or law enforcement personnel, subject to the Family and Education Rights and Privacy Act (20 U.S.C. §1232(6)) and other applicable laws.

### **4. Violations and Penalties**

Violations of the policy may result in disciplinary action, including dismissal from employment, expulsion from further study and termination, or suspension of network privileges.

### **B. QUESTIONS REGARDING THIS POLICY**

If you have questions or concerns regarding this policy or other Information Technology Services policies, please contact the Rinker Technology Center. At 863-616-6426 or [ishelp@flsouthern.edu](mailto:ishelp@flsouthern.edu).