

# Acceptable Use of Information Technologies

Georgian Court information assets, electronic systems, computer software, and equipment (collectively "information technologies") are available for use only to university employees, students, and invited guests.

Users of information technologies should not believe that they have a right to "personal, confidential" electronic information or communications that are exempt from this policy.

Furthermore, all information transmitted by or stored within university information technologies are the property of the University. As such, they may be archived, deleted, monitored, and reviewed at any time by authorized personnel.

Where university information technologies are secured by user identification codes, passwords, physical devices, or other credentials, holders of such credentials are responsible for their use whether used by themselves or others. Accordingly, credentials should never be disclosed to others. Users may not attempt to monitor, decompile, reverse-engineer, or circumvent any university system or security mechanism. Should you suspect that your credentials have been stolen or discovered or that your technology security has been breached, contact the Office of Information Technology immediately.

Users of university information technologies may not install or remove any software on university equipment without the approval of the university's Office of Information Technology.

The use of university information technologies must adhere to applicable federal, state, and local laws, including those addressing copyrights and intellectual property rights. They must also adhere to the terms of contracts for information technologies entered into by the university on their behalf, and all agreements governing university technologies use that they have signed.

University information technologies may be used only for university business. They may not be used for personal financial gain or to promote outside business ventures or political causes.

Georgian Court strongly protects the right of all employees, students, and guests to be free from any form of electronic harassment or abuse. University information technologies may not be used to create or transmit messages or materials that are harassing, offensive, profane, or defamatory. Employees, students, or guests receiving any such unwanted or threatening messages should immediately contact the office of Campus Security so that appropriate disciplinary and/or legal action may be taken.

Violations of this policy may lead to loss of privileges to use university information technologies, employee or student disciplinary action, separation from the university, or legal action.

If elements of this policy are invalidated by federal, state, or local laws the remaining elements shall continue to be valid and enforced.