

# PROCEDURE:

## 3.3.5p1. Controlling Usage of Telecommunications Equipment

*Revised: June 24, 2008; June 16, 2010; June 20, 2012; June 18, 2014; June 17, 2015; September 21, 2016*

*Last Reviewed: June 24, 2008; May 26, 2009; June 16, 2010; May 18, 2011; June 20, 2012; June 19, 2013; June 18, 2014; June 17, 2015; September 21, 2016; June 21, 2017; August 15, 2018; August 21, 2019; June 17, 2020; August 17, 2021; August 17, 2022*

*Adopted: June 20, 2007*

### I. PURPOSE

It is the policy of Ogeechee Technical College to control and minimize the costs of using communication services and equipment.

### II. RELATED AUTHORITY

State Board Policy 3.3.5. Use of Telecommunications Equipment  
Governor's Office of Planning and Budget – Acquisition and Use of Telecommunications Services and Equipment

### III. APPLICABILITY

This procedure applies to Ogeechee Technical College.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

None.

### VI. PROCEDURE

Personal use or attempted usage of state provided technology equipment and services are strictly prohibited. The following prohibitions shall apply to all state provided equipment and services:

- Conducting private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- Conducting unauthorized not-for-profit business activities;
- Conducting any illegal activities as defined by federal, state, and local laws or regulations;
- Creating, accessing or transmitting sexually explicit, obscene, or pornographic material;
- Creating, accessing or transmitting material that could be considered discriminatory, offensive, threatening, harassing, or intimidating;
- Creating, accessing, or participation in online gambling;

- Infringement of any copyright, trademark, patent or other intellectual property rights;
- Performing any activity that could cause the loss, corruption of or prevention of rightful access to data or the degradation of system/network performance;
- Conducting any activity or solicitation for political or religious causes;
- Unauthorized distribution of state data and information;
- Attempts to subvert the security of any state or other network or network resources;
- Use of another employee's access for any reason unless explicitly authorized;
- Attempts to modify or remove computer equipment, software, or peripherals without proper authorization; and,
- Attempts to libel or otherwise defame any person.

Agencies shall expressly reserve the right to monitor and review all communications or other transmissions made to or from an agency provided device without further notice to employees to the maximum extent permissible by law.

**VII. RECORD RETENTION**

N/A