

# Unacceptable Use

The following activities are prohibited on all Coastal Alabama Community College technology resources. The activities listed are for reference and are not intended to be all-inclusive.

1. Altering system software or hardware configurations without authorization of the Coastal Alabama Community College Technology Services Department.
2. Accessing, via the internet or any other means of broadcasting, pornographic, obscene, or violent images or content or any other material in violation of local, state, and federal statutes. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.
3. Using technology resources for illegal activities.
4. Accessing or attempting to access another user's files, email or other resources without his or her permission except as otherwise provided herein.
5. Allowing unauthorized persons to utilize an authorized user's account, user name, or password.
6. Using technology resources for commercial or profit making purposes without written authorization from Coastal Alabama Community College.
7. Installing, copying, distributing or using software that has not been authorized by the Coastal Alabama Community College Technology Department.
8. Originating or proliferating electronic mail, broadcasts, or other messages that may be deemed as obscene, abusive, racist, or harassing.
9. Creating and/or distribution of viruses or other destructive programs.
10. Unauthorized release or disclosure of any confidential college, personnel, or student information.
11. Using any computer technology in a manner that violates patent protection or license agreements. Engaging in any activity that violates copyright laws.
12. Such activity may include utilizing Coastal Alabama Community College technology to copy and/or distribute copyrighted materials without authorization.
13. Using Coastal Alabama Community College computer technology to support or oppose any candidate or candidates for public office or for any other political purposes. (Use of state property for political purposes constitutes a violation of Alabama law).

## DISCIPLINARY ACTION

Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state, and local laws. Students who violate this policy are subject to disciplinary actions, up to and including expulsion from the college. Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with guidelines provided institutional and state policies.