

Waycross College Computer Services

Summary of Computing Policies

1. If you have questions regarding computing policies at Waycross College, please contact Computer Services (449-7540).
 2. Keep all account passwords secret. Do not tell others your passwords and do not leave your passwords accessible to others in written form.
 3. Computer Services staff members are the only persons authorized to install software, plugins, etc. on Waycross College computers. This policy is in place to ensure computer / network security, keep records of software licensing, and maintain system stability and performance.
 4. Requests for software installation, system configuration changes, and troubleshooting should be submitted to Computer Services via the Online Work Order System. From the Waycross College home page, click on Departments, then Computer Services, and finally Online Request System / Work Order System. (UserID: Password:)
 5. No pornography or indecent material is to be viewed or stored on the college's network or computers.
 6. All illegal copying or transfer of copyrighted materials (such as movies, music, or software) is prohibited.
 7. The computers and network of Waycross College are monitored. Any suspicious computer activity will be investigated by Computer Services. All Waycross College computers and computing resources are state-owned and are subject to inspection at any time by Computer Services staff.
 8. Personally owned computers or computer equipment are not to be connected to the Waycross College administrative network or computers without prior authorization from the Director of Computer Services.
 9. Waycross College computers may not be used in business transactions for the personal gain of employees.
 10. Any activity that might compromise the security of the college's network or distribute unauthorized state data or information is prohibited.
- **Violation of these policies may result in disciplinary action, including denial of computing equipment or services, dismissal, and criminal prosecution.**

Additional computing policy documents can be found under the Appropriate Computer Use section of the Computer Services web page.

Please sign this form and return to Computer Services. If you have questions about any of these policies, ask Computer Services. By signing this form you acknowledge that you have read and understand the policies listed above.

Signature

Printed Name

Date