

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 7.2.3  
Title: Acceptable Use Policy for Network Services and the Internet  
Authority: Title 59, Chapter 53, Sections 810-860 of the  
1976 Code of Laws of South Carolina, as Amended  
Responsibility: Vice President of Information Technology

Original Approval Date: 07-13-2000  
Last Cabinet Review: 12-07-2022  
Last Revision: 01-04-2017

---

Chairperson

This policy applies to anyone who uses the College's information technology (IT) resources. The resources covered by this policy include, but are not limited to computer hardware and software; mobile communication devices; telephone and data networks; and electronically stored data. Use of these resources includes access from off campus and on campus, as well as access from privately owned computers and electronic devices.

Access to IT resources owned or operated by Horry-Georgetown Technical College imposes certain responsibilities and obligations on users and is subject to state government policies and local, state, and federal laws. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

All users of the College's IT resources understand and accept that all electronic communications, regardless of subject, content, nature or format, are "public records" of the State. Except for the limited exemptions specified in Section 30-4-40 of the South Carolina Freedom of Information Act, all electronic communications are subject to public disclosure.