In addition to the UGA Policies on Use of Computers the College of Environment and Design has established College policies regarding technology. The Rules listed below are an excerpt from the UGA policies. All users are encouraged to read the full policies document at [https://infosec.uga.edu/policies/documents/UGA_AUP.pdf](https://infosec.uga.edu/policies/documents/UGA_AUP.pdf).

**UGA Policies on Use of Computers**

**4.0 Policy**

**4.1** No one shall use any University computer or network facility without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of the University's computers or network facilities.

**4.2** No one shall knowingly endanger the security of any University computer or network facility, nor willfully interfere with others' authorized computer usage.

**4.3** No one shall use the University's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computer or network facility anywhere.

**4.4** No one shall connect any computer to any of the University's networks unless it meets technical and security standards set by the University administration.

**4.5** All users shall share computing resources in accordance with policies set for the computers involved, giving priority to more important work and cooperating fully with the other users of the same equipment.

**4.6** No one without specific authorization shall use any University computer or network facility for non-University business.

**4.7** No one shall give any password for any University computer or network facility to any unauthorized person, nor obtain any other person's password by any unauthorized means whatsoever. No one except the system administrator in charge of a computer is authorized to issue passwords for that computer.

**4.8** No one shall misrepresent his or her identity or relationship to the University when obtaining or using University computer or network privileges.

**4.9** No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail. This rule applies regardless of whether the operating system of the computer permits these acts.

**4.10** No one shall copy, install, or use any software or data files in violation of applicable copyrights or license agreements, including but not limited to downloading and/or distribution of music, movies, or any other electronic media.

**4.11** No one shall create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any University computer or network facility, regardless of whether any demonstrable harm results.
4.12 No one without proper authorization shall modify or reconfigure any University computer or network facility.

4.13 No one shall store confidential information in computers or transmit confidential information over University networks without protecting the information appropriately.

4.14 Users shall take full responsibility for data that they store in University computers and transmit through network facilities. No one shall use University computers or network facilities to store or transmit data in ways that are prohibited by law or University policy. Users shall not transmit any communications that are harassing or discriminatory as outlined in the University's Non-Discrimination and Anti-Harassment Policy.

4.15 Those who publish web pages or similar information resources on University computers shall take full responsibility for what they publish; shall respect the acceptable use conditions for the computer on which the material resides; shall obey all applicable laws; and shall not publish commercial advertisements without prior authorization. References and links to commercial sites are permitted, but advertisements, and especially paid advertisements, are not. Users shall not accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything on their web pages or similar information resources.

4.16 Users of University computers shall comply with the regulations and policies of mailing lists, social media sites, and other public forums through which they disseminate messages.

4.17 System administrators shall perform their duties fairly, in cooperation with the user community, the appropriate University administration, University policies, and funding sources. System administrators shall respect the privacy of users as far as possible and shall refer all disciplinary matters and legal matters to appropriate authorities.

4.18 Email and other electronic messaging technologies are intended for communication between individuals and clearly identified groups of interested individuals, not for mass broadcasting. No one without prior authorization shall use University facilities to distribute spam messages--the same or substantially the same e-mail message to more than one person without prior evidence that they wish to receive it.

The University reserves the right to discard incoming mass mailings and spam without notifying the sender or intended recipient.

4.19 For its own protection, the University reserves the right to block communications from sites or systems that are involved in extensive spamming or other disruptive practices, even though this may leave University computer users unable to communicate with those sites or systems.

CED Policies

- Computer, network, and server access is controlled by UGA MyID. Users logged into a computer are responsible for the activity occurring on that computer. Do not give out your MyID password to other users or share your login session.

- As stated in Rule 4.10 the use of file sharing services or applications for downloading or distribution of copyrighted materials is prohibited on UGA computers. This activity is monitored by the UGA Office of Information Security and violations will be noticed and reported to appropriate agencies.
• Printing and plotting is controlled and metered through the CED print servers. Attempting to hook up a personal computer to an output device, printing directly to the printer’s network address, or any other attempt at bypassing the print management system will be considered theft of services and reported to the Office of Student Conduct and/or UGA Police Department.

• Supplies (ink, toner, and paper) are for use in the printers/plotters only. Taking or unloading loaded paper from the printers/plotters will be considered theft and will be reported to the Office of Student Conduct and/or UGA Police Department.

• As stated in Rule 4.12 no one without prior authorization shall modify CED. This includes unplugging cables from computers, printers, and projectors. Violation of this policy will be considered a violation of the Student Code of Conduct and may be reported to the Office of Student Conduct and/or UGA Police Department.

• NO Food, Drink, or Tobacco use is allowed in any lab or technology area.

• Lab users should cleanup their work area when leaving. Trash should be placed in the proper receptacles. Recycle bins are located near output devices and should be used rather than leaving paper lying on the floor.

• CED Technology Services is not responsible for data stored on the local hard drive. All software changes made to a lab computer will be removed when the user logs off.