



Acceptable Use

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What is acceptable use?

- Simply – what you are allowed and not allowed to do with Georgia Tech owned resources.
- This includes:
 - Computers & Networks
 - Telephones, Cell Phones, & Fax Machines
 - Your Office, Office Furniture, Office Supplies, Credit Cards, & Vehicles
 - Everything owned by Georgia Tech (which in turn is owned by the State of Georgia)



What happens if you don't comply?

- You are subject to disciplinary action up to and including:
 - Being fired
 - Criminal prosecution



What is incidental personal use?

- We will focus on computer & network use.
- Personal use that does not prevent GT resources from being used for scholarly and business purposes and meets the following standards:
 - Does not create a security or legal risk for Georgia Tech.
 - Does not interfere with worker productivity.



What is incidental personal use? – cont.

- Does not consume more than a trivial amount of resources that could otherwise be used for scholarly or business purposes.
- Does not require the installation of any software or hardware unrelated to business or scholarly use.
- Does not constitute inappropriate behavior for a professional work environment.



Examples of **inappropriate** personal use

- This will apply to GT owned laptop and desktop computers.
 - Letting family members and friends use your computer for any reason.
 - Doing your taxes or anyone else's taxes.
 - Installing software not related to business operations such as games.
 - Downloading music or videos.
 - Storing your legally owned music or videos.

Examples of inappropriate personal use – cont.

- Email for a business.
- Viewing inappropriate material.
- Using your computer for ANY non-GT business purposes regardless of financial gain.
- This applies to work and home use of GT owned computers and laptops.





Examples of **appropriate** personal use

- Listening to music or watching video online during breaks or lunch (must not interfere with your work or the work of others).
- Listening or watching your own music or video stored on your own storage device.
- Surfing the Internet (provided the material is appropriate, and the sites you visit are not hazardous to your computer).



Examples of appropriate personal use

– cont.

- Trivial use of GT email such as “don’t forget to pickup milk on the way home”.
- Checking your non-business related personal web mail (e.g. Gmail, Hotmail, Yahoo! Mail).
- Checking your non-business related social networking sites (e.g. Facebook, MySpace, Twitter).



Appropriate use rules of thumb

- Avoid activities that interfere with your work or the work of others.
- Don't install any software that is not directly related to GT business use.
- Don't store personal files not related to GT business (e.g. music, video, email, taxes, Word or Excel documents).
- Don't view material inappropriate for the work place.



Appropriate use rules of thumb – cont.

- Don't store non-GT related sensitive data.
- When it doubt – ask (we are not out to get you, we want to help).



Resources & Questions

- Computer & Network Usage and Security Policy
 - http://www.oit.gatech.edu/sites/default/files/CN_USP.pdf
- Keith R. Watson
 - CoC Information Security Manager
 - keith.watson@cc.gatech.edu
 - 404-385-7401
- Questions?