



Revision Responsibility: Associate Vice President, Information Technology
Responsible Executive Officer: Vice President, Finance and Administration

Source/Reference: [TBR Policy 1:08:00:00](#)
[TBR Policy 1:08:01:00](#)
[TBR Policy 1:08:03:00](#)
[TBR Policy 1:08:04:00](#)
[TBR Policy 1:08:05:00](#)
[TBR Policy 5:01:06:00](#)
[TBR Policy 3:02:00:01](#)
[TBR Policy 1:06:00:05](#)
[TBR Policy 5:01:00:00](#)

PURPOSE

To articulate the rights and responsibilities of persons using information technology resources owned, leased, or administered by Columbia State; to protect the interests of users and the College; and to facilitate efficient operation of Columbia State information technology systems.

POLICY

I. General

Columbia State will adhere to TBR Policies [1:08:00:00](#), [1:08:01:00](#), [1:08:03:00](#), [1:08:04:00](#), [1:08:05:00](#) and [5:01:06:00](#) relative to information technology resources.

II. Computer Network Access

The office for Information Technology will be responsible for assigning, maintaining and controlling all access to the College computer network.

III. Violation of this Policy

Violation of this policy may have potentially serious consequences for the College, as well as for the individual committing the violation. It is important that all employees and students be knowledgeable of the policy concerning the use of information technology resources.

A. Reporting Violations

Allegations of violation of this policy shall be reported to the Associate Vice President for Information Technology. If the alleged violation is by a student, it will

be referred to the Vice President for Student Affairs. If the alleged violation is by an employee, it will be referred to the employee's immediate supervisor.

B. Sanctions for Violations

Persons violating this policy are subject to revocation or suspension of access to College information technology resources. In addition, other penalties as outlined below may be assessed.

1. Students:
Penalties as outlined in TBR Policy [3:02:00:01](#) may be imposed, up to, and including, expulsion.
2. Employees:
Penalties as outlined in TBR Policies [5:01:00:00](#) may be imposed, up to, and including, termination of employment.

PROCEDURES

I. Computer Network Access

- A. Students:
Information Technology will create student accounts for accessing the network once accepted by the College. Access to specific resources available will be given based upon student need and Information Technology Departmental procedures.
- B. Employees:
Information Technology will create employee accounts for accessing the network based upon employee information entered into the College Human Resources System. Access to specific resources available will be given based upon employee need and Information Technology Departmental procedures.

January 1989; Revised: March 3, 2003 (updated and combined Columbia State policies 07-10 and 07-13 into one policy numbered 07:04:00); May 23, 2005 (inserted correct link to State of Tennessee Acceptable Use Policy); December 12, 2011 (corrected links and information technology department, new policy format and updated titles); September 14, 2015 (correct account creation information); Revised September 2018; Reviewed, accepted by Cabinet and approved and signed by the President June 2021., Revised May 2024, Reviewed, accepted by the Cabinet and approved and signed by the President May 2024.