

Responsibility

The Vice President of Instruction has overall responsibility for ensuring this policy is implemented.

VI. Computer Acceptable Use Policy

Southwest Georgia Technical College encourages the use and application of information technologies to support research, instruction, and the mission of the institution. Southwest Georgia Technical College has developed a standard of behavior when using the College's computer equipment and networks. In general, it asks the student to obey the law and to be considerate of others.

Southwest Georgia Technical College's computer facilities prohibit the following:

1. entering, without authorization, into an account to use, read, transfer or change the contents, or for any other purpose;
2. using another individual's computer account;
3. granting another individual access to your account;
4. loading or downloading programs in violation of copyright laws;
5. using computer facilities to send or receive obscene, sexually explicit language or images, abusive, derogatory or harassing messages;
6. displaying, transmitting, distributing or making available information that expresses or implies discrimination or an intention to discriminate;
7. using computer facilities for profit or commercial gain;
8. using the worldwide web information pages or links to point to offensive materials that do not pertain to academic assignment;
9. using computer facilities for any purpose that could be seen as a violation of the Federal, State or Local laws; and
10. using computer facilities to interfere with the normal operations of the College's computer system and connecting networks.

All computer users should be aware that it is possible to trace **ALL** links to the worldwide web from Southwest Georgia Technical College computers and computer facilities. Southwest Georgia Technical College reserves the right to monitor and record the usage of all computer resources if prohibited, threatening, or abusive behavior has been observed or reported.

Failure to adhere to this standard of behavior could result in probation, dismissal, or other discipline as appropriate.

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VII. Computer Software Copyright - Policy

Southwest Georgia Technical College does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employ-

ees and students shall use computer software only in accordance with its licensing agreements. Any employee or students who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

VII. Sexual Harassment - Policy

Southwest Georgia Technical College does not tolerate sexual harassment. Sexual Harassment is a form of sex discrimination and is a violation of State and Federal law. Sexual harassment is defined as: “unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.” Alleged incidents of sexual harassment should be reported to the Title IX Coordinator listed on page i, and the complaint shall be handled according to the following procedures.

Complaints:

Any student or customer who alleges a violation of this policy should notify the Coordinator within seven (7) work days following the alleged incident. The complaint shall contain a brief description of the alleged violation and relief requested.

Response:

Within ten (10) work days following the receipt of the written complaint, the Coordinator will conduct an investigation of the alleged incident. This investigation may include a review of any and all documentation involved in the claim, interviews and/or sworn statements for all individuals involved. The Coordinator will then review the evidence collected and make a written report presenting findings of facts and make recommendations as to any disciplinary action to be taken, if necessary. The report shall be made to the Vice President of Instruction of Southwest Georgia Technical College and a copy of this report shall be given to the complainant and accused offender.

The accused offender or complainant may respond to the report of the Coordinator. The complainant or accused offender must notify the Vice President of Instruction that the complaint or accused offender wishes to respond orally or in writing within five (5) days of the receipt of the report. The Vice President of Instruction shall meet with the party(ies) within ten (10) work days of the notice. This meeting may be informal and limited to the complainant or accused offender and any other necessary individuals.

Within fifteen (15) work days, the Vice President of Instruction shall evaluate all evidence presented and make a decision regarding a resolution. This decision shall be in writing and a copy shall be provided for the complainant and the alleged offender. Such decisions shall include a statement of the right to appeal that decision to the College President. This appeal should occur within thirty (30) days of receipt of the Vice President of Instruction's decision.

Appeal:

An appeal of the final decision should be submitted in writing to the President, within fifteen (15) work days, indicating the reasons for appeal and stating the relief requested.