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Division: Technology & Operations	Reviewed: 6/05, 3/2010, 10/2015, 3/2019, 4/2024	Revised: 10/2024

7.2.4 GT Internet Access Filtering/Email Filtering Guidelines

Definition of Web Access Filtering

The use of software and hardware to provide a mechanism for the enforcement of college policy regarding web usage from Agency Sites.

Definition of Email Filtering

The use of hardware and software to provide a mechanism for the enforcement of college policy regarding the appropriate use of email.

Purpose of these Guidelines

The purpose of these guidelines is to ensure compliance with college policies pertaining to the acceptable use of college resources for World Wide Web and email access.

1. All access to the World Wide Web from college sites will be filtered through a combination of software and appliances to ensure safe Internet usage.
2. Access to sites prohibited by the TCSG Procedure 3.5.1p1: Acceptable Computer & Internet Use (<https://tcsq.atlassian.net/wiki/spaces/policymanual/overview>) will be blocked. The minimum blocking standards for Policy adherence are defined by the Minimum Category Blocking Guidelines, ISG—5a. Gwinnett Tech may, enforce additional filtering rules.
3. All non-student email to and from college email systems will be filtered through Office365.
4. Keyword-based filtering of email will be utilized to ensure compliance with TCSG Policy 3.5.1p1 - Acceptable Computer and Internet Use. Gwinnett Tech may, enforce additional filtering rules.
5. The college ISA is responsible for the proper operation and maintenance of WWW and email filtering devices.
6. In compliance with prohibited activities under Policy 3.5.1p1 – Acceptable Computer and Internet Use procedure - the access to sites in the following categories will be blocked at all TCSG locations:
 - Adult Material

- Adult Content – Sites featuring full or partial nudity reflecting or establishing a sexually oriented context, but not sexual activity Sex – Sites depicting or graphically describing sexual acts or activity, including exhibitionism.
- 7. In compliance with prohibited activities under TCSG Policy 3.5.1p1 – Acceptable Computer and Internet Use procedure - the access to sites in the following categories will be blocked at all TCSG locations:
 - Gambling – Sites that provide information about or promote gambling or that support online gambling. Risk of losing money possible.
- 8. These requirements are MINIMUM requirements. Additional filtering based on locally determined criteria may be invoked at the Colleges' discretion.
- 9. All web access is logged and is subject to review.
- 10. TCSG approved and trained Information Security Administrator for College is ultimately responsible for types of traffic allowed in and out of the campus network. TCSG and the College ISA have authority to permit or deny any traffic to or from the campus network.
- 11. Periodic security audits will be performed by College ISA and TCSG personnel using appropriate tool sets to assure compliance with stated information security policies and guidelines.
- 12. These guidelines will be revised based on changing information security requirements.