



FLETCHER TECHNICAL COMMUNITY  
COLLEGE  
Policy #I.T. 2

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Title: Computing Resources Use Policy

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Authority: FTCC Information  
Technology Dept.

Original Adoption: 04/21/08  
Effective Date: 4/21/08

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**PURPOSE:**

As part of our strategic plan, Fletcher Technical Community College (FTCC) acquires, develops, and maintains computers, computer systems, and networks intended for educational-related purposes. These purposes include direct and indirect support of instruction, research and service missions, administrative functions, student activities, and free exchange of ideas within FTCC's educational community. This policy applies to all users of Fletcher Technical Community College's computing resources, whether affiliated with the institution or not, and to all uses of those resources, whether on campus or from a remote location.

**SCOPE AND APPLICABILITY:**

This policy applies to all users of Fletcher Technical Community College's computing resources, whether affiliated with the college or not, and to all uses of those resources, whether on campus or from a remote location.

**DEFINITIONS:**

For purposes of the Policy Statement, the following definitions shall apply:

- **Computing resources:** Computers, printers, related hardware, licensed software, communications such as email, Internet access, video, and any other technologies owned by FTCC.
- **User:** Any person, employee or student that uses any technology resource at FTCC.

**GENERAL POLICY:**

- Users of the institutions computing resources must comply with Fletcher Technical Community College's rules and policies and with federal and state laws including but not limited to copyright, trademark, Computer Fraud and Abuse Act which prohibits "hacking" and similar activities.
- Users are responsible for obtaining the necessary authorizations before using the institution's computing resources.
- Users are responsible for any activity originating from their accounts. Accounts and passwords may not be used by persons other than those to whom they have been assigned by the Information Technology Department.

- Users must not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of FTCC's computers or networks, terminals or peripherals. This includes but is not limited to, blocking communication lines, intercepting or sniffing communications, and running, installing or sharing virus programs.
- Users shall not obtain or use another's logon id or password, or otherwise access computing resources to which authorization has not been validly given.
- Users shall not copy, install or use any software, data files or other technology that violates a copyright or license agreement.
- Users shall not monopolize or disproportionately use shared computing resources, overload systems or networks with endless loops interfere with others' authorized use, degrade services or otherwise waste computer time, connection time, disk space, printer paper or similar resources.
- Users shall not modify or reconfigure any component of computing resources without proper FTCC authorization.
- Users shall not accept payments, discounts, free merchandise or services in exchange for any services provided through use of the computing resources.
- Users shall not endanger the security of any computing resources or attempt to circumvent any established security measures, such as using a computer program to attempt password decoding.
- Users shall not transmit personal comments or statements or post information to newsgroups or Usenet that may be mistaken as the position of FTCC.
- Users shall not utilize computing resources to develop, perform and/or perpetuate any unlawful act or to improperly disclose confidential information.
- Users shall not install, store or download software from the Internet or Email to FTCC computing resources unless such conduct is consistent with FTCC's academic, educational, and administrative policies or otherwise properly approved by FTCC.
- Users shall not copy, impair or remove any software located on any computing resources or install any software on any computing resources that impairs the function, operation and/or efficiency of any computing resources.
- Any user that has sensitive data located on a mobile device must encrypt this data for security purposes.
- Anyone granted access through FTCC's Information Systems is deemed an employee or student for the purposes of this security statement and policy only.
- If you are unsure whether an action details a security violation, you should report it and discuss with Information Systems Personnel.
- Each employee and or student is responsible for the security of FTCC's Information Systems.
- Each employee, student, or person accessing LCTCS' or FTCC's Information Systems is bound by the procedures, such as password and account logon procedures, detailed in the Security Policy.
- Each employee should lock his/her workstation by a form of screensaver password, or logout, when they are away from their workstation.
- Each employee should be aware of social engineering, the manipulation of employees to gain information for the purpose of perpetrating fraud or damage to the system.
- Each employee and/or student should be aware that LCTCS or FTCC personnel may monitor any and all activities without his/her direct consent or knowledge.

### **Email:**

- User shall not transmit or participate in chain letters, hoaxes, scams, misguided warnings, pyramid schemes or any other fraudulent or unlawful schemes.
- Users shall not utilize computing resources, including the Internet and/or Email, to access, create, transmit, print or download material that is defamatory, obscene, fraudulent, harassing (including uninvited amorous or sexual messages), threatening, incites violence, or is offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs or to access, send, receive, or solicit sexually oriented messages or images or any other communication prohibited by law or other directive.
- Users shall not send unsolicited mass mailings or “spamming.” Mass mailings to clearly identified groups for official purpose (for example, disseminating administrative announcements, notifying students of educational opportunities, or FTCC organizations sending announcements to their members) are allowed.
- [Google Apps](http://www.google.com/intl/en/privacypolicy.html) is used as the official email for students. Google’s policy for using their product can be found at <http://www.google.com/intl/en/privacypolicy.html>

### **Wireless:**

- Fletcher Technical Community College provides students with free wireless internet within the building for use with their personal computers. This wireless is unsecured and users are encouraged to use some type of encryption.

### **Abuse of this policy:**

The use of FTCC’s computing resources is a privilege, not a right. FTCC reviews and monitors its computing resources for compliance with policies, applicable laws and related directives, and discloses transactions to investigating authorities and others as warranted. Users should not have any expectation of privacy when using and storing information on FTCC’s computing resources, and FTCC specifically reserves the right to review and copy any data or other information stored on any computing resources, without notice to any User, by use of forensic computers or otherwise. Violations of this policy may result in penalties, such as terminating access to computing resources, FTCC disciplinary action, civil liability and/or criminal sanctions. LCTCS and/or FTCC may monitor all usage of the Internet on or through computing resources and all other use of FTCC’s computing resources, including, without limitation, reviewing a list of any and all sites accessed by any User and all E-mails transmitted and/or received on any computing resources.

### **Proprietary Rights and Licenses:**

Except as may specifically be agreed otherwise by FTCC, any and all software and materials contained on any FTCC computing resources is solely owned by FTCC, except to the extent that any such materials are licensed to FTCC by a third party vendor. Users are forbidden from taking any action that would be in violation of any standard license agreement for any software licensed to FTCC and contained on any FTCC computing resources, including without limitation, making any unauthorized copies of any such software. FTCC management adheres to the Security Policy for the Louisiana Community and Technical College System (LCTCS) Information Systems.



## Fletcher Technical Community College Computing Resources Use Policy

### User Information: (Please Print)

First Name & MI:

\_\_\_\_\_ *(User's First Name and Middle Initial)*

Last Name:

\_\_\_\_\_ *(User's Last Name)*

I, \_\_\_\_\_, have received the Computing Resources Use Policy. My signature  
Signature  
is proof that I have received this policy and understand that it is my responsibility to read it  
thoroughly and to adhere to all that is contained in the Computing Resources Use Policy in its  
entirety.

**Please return completed form to Room 119 Office of Information Technology or  
the Student Affairs Office**