

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 7.002

Title: USE OF INFORMATION RESOURCES POLICY
STATEMENT

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This Policy Statement of the Louisiana Community and Technical College System (“LCTCS”), sets forth guidelines and restrictions regarding any and all use of the LCTCS’ Information (IT) Resources. This policy is not exhaustive of all User and Institutional responsibilities, but is intended to outline certain specific responsibilities that each user and institution acknowledges, accepts and agrees to follow when using the IT Resources provided by and/or through the LCTCS, as well as those IT Resources existing throughout the world to which the LCTCS provides and/or enables access (e.g. Internet access).

The LCTCS provides IT Resources for authorized Users to support the academic, educational and administrative purposes of the LCTCS. No use of the IS Resources should conflict with the primary academic, educational and administrative purposes of the LCTCS or with applicable laws and regulations. As a condition for access to the IT Resources, each User is personally responsible for ensuring that each and all of these guidelines are followed.

Definitions

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

Information Technology (IT) Resources shall be defined as including all LCTCS-owned and/or licensed information system, technology and related resources, which include computers, printers and related hardware, licensed software, communications, Internet access, access to external computing or application resources, and all other related resources.

User shall be defined as any person that utilizes IT Resources.

Institution shall be defined as the specific Louisiana Technical College or Community College responsible for the IT Resources assigned to its location.

User Responsibilities

Each User is strictly responsible for adhering to the highest standards of ethical, responsible and considerate uses of IS Resources, and for avoiding those uses prohibited by law or other

directives.

Each User of IT Resources shall:

- Use IT Resources only for authorized purposes in accordance with the LCTCS' policies and procedures, with federal, state and local laws, and with related laws and authorities governing the use of IT Resources, software, email and/or similar technology.
- Maintain passwords in confidence and inform the MIS Security Office if a breach occurs since logon ids and passwords act as electronic signatures.
- Maintain confidential information, particularly that prescribed by law, in accordance with appropriate security measures.
- Comply with use policies for IT resources throughout the world to which the LCTCS provides access.
- Be considerate in the use of shared IT Resources, coordinating with IS Services for "heavy use" operations that may unduly slow operations for other Users.
- Accept full responsibility for any publication resulting from IT Resources and/or publishing Web pages and similar resources, including ensuring that all copyrights have been authorized for use.

Each User shall NOT:

- Obtain or use another's logon id or password, or otherwise access IT Resources to which authorization has not been validly given.
- Copy, install or use any software, data files or other technology that violates a copyright or license agreement.
- Transmit or participate in chain letters, hoaxes, scams, misguided warnings, pyramid schemes or any other fraudulent or unlawful schemes.
- Utilize IT 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 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.
- Intentionally copy, download, install or distribute a computer virus, worm, "Trojan Horse" program, or other destructive programs, or otherwise harm systems or engage in any activity that would disrupt services, damage files, or make unauthorized modifications.
- Monopolize or disproportionately use shared IT 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.
- Modify or reconfigure any component of IT Resources without proper LCTCS authorization.
- Accept payments, discounts, free merchandise or services in exchange for any services provided through use of the IT Resources, unless properly authorized by the

LCTCS; or otherwise conduct a for-profit, commercial business without properly coordinating with LCTCS officials.

- Endanger the security of any IT Resources or attempt to circumvent any established security measures, such as using a computer program to attempt password decoding.
- Send unsolicited mass mailings or “spamming.” Mass mailings to clearly identified groups for official purposes (for example, disseminating administrative announcements, notifying students of educational opportunities, or LCTCS organizations sending announcements to their members) may not be sent without proper authorization.
- Transmit personal comments or statements or post information to newsgroups or Usenet that may be mistaken as the position of the LCTCS.
- Utilize IT Resources to develop, perform and/or perpetuate any unlawful act or to improperly disclose confidential information.
- Install, store or download software from the Internet or Email to LCTCS IT Resources unless such conduct is consistent with the LCTCS’ academic, educational and administrative policies or otherwise properly approved by the LCTCS.
- Copy, impair or remove any software located on any IT Resources or install any software on any IT Resources that impairs the function, operation and/or efficiency of any IT Resources.
- Connect or install any unauthorized hardware or equipment including but not limited to laptops, external drives, etc. to any IT Resources or network access points without prior written approval from the LCTCS Information IT Department.

Institutional Responsibilities

Each institution must establish automated enforced network access account policies that require each account holder to change his/her account password at least once every forty-five days. Each institution, furthermore, must establish policies and procedures that meet the minimum requirements set forth in this policy.

Monitoring and Penalties

Use of the LCTCS’ IT Resources is a privilege, not a right. LCTCS reviews and monitors its IT 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 the LCTCS’ IT Resources and the LCTCS specifically reserves the right to review and copy any data or other information stored on any IT 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 IT Resources, LCTCS disciplinary action, civil liability and/or criminal sanctions. All Users are specifically prohibited from encrypting files on any IT Resources or taking any steps that block the LCTCS’ access to files, other than the use of LCTCS passwords, or approved encryption programs, unless such conduct is consistent with the LCTCS’ academic, educational and administrative policies or otherwise properly approved by the LCTCS.

LCTCS may monitor all usage of the Internet on or through IT Resources and all other use of the LCTCS’ IT 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 IT Resources.

Proprietary Rights and Licenses

Except as may specifically agreed otherwise by the LCTCS, any and all software and materials contained on any LCTCS IT Resources is solely owned by the LCTCS, except to the extent that any such materials are licensed to the LCTCS 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 the LCTCS and contained on any LCTCS IT Resources, including without limitation, making any unauthorized copies of any such software.

Management has developed and accepted a Security Policy for the Louisiana Community and Technical College System (LCTCS) Information Systems. Anyone requesting access to the LCTCS' Information Systems must read and acknowledge this statement.

- Anyone granted access to LCTCS' Information Systems is deemed an employee 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 is responsible for the security of LCTCS' Information Systems.
- Each employee or person accessing LCTCS' Information Systems is bound by the procedures, such as password and account logon procedures, detailed in the Security Policy.
- Each employee should lock their 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 should be aware that LCTCS personnel may monitor any and all activities without your direct consent or knowledge.

Acknowledgement

I, _____, acknowledge that I have received and read LCTCS's Security Policy. I understand the purpose of the policy and agree to abide by its terms and conditions. I also understand that management will make an effort to inform me of additional changes to the policy that may be made, however I am bound by these changes whether aware of them, or not.

Signature

Date

Title

Information Systems Manger