



PolicyName Electronic Messaging Acceptable Use

Policy Number:5

Functional Area(s) Responsible Information Technology

Owner(s) of Policy Information Technology

Most Recent Board Approval Date March 2011

Most Recent Review Date Spring 2023

Most Recent Review Revision Type none minor/nonsubstantive substantive/extensive

Policy Statement

Access to FLCC electronic messaging facilities (including employee e-mail) is granted to members of the college community to conduct College business/instruction with the understanding that such access is a privilege and carries with it the responsibility of appropriate use. [FLCC Policy 4.208 (r)-0.7 (e)0.7 (s)-2.4 (o)-3.1 (ur)-0.7 (c)2.2 (e)0.8 (s)-2.5 (.)]TJ 4.208 0 Td ()T

The act of non-compliance with the FLCC E use policy constitutes misuse.

Unacceptable use includes, but is not limited to use of FLCC s electronic messaging facilities:

- for personal profit
- for political purposes

- x to interfere with the privacy, security, and legitimate work of others
- x to interfere with the performance of the network
- x to perform unauthorized copying or transmission of software
- x to attempt to violate any connected computer system's security
- x to access data being transferred through the network or files on any computer connected to the network without the owner's permission
- x to spread computer viruses, Trojan horses, worms or any program designed to interfere with the proper operation of any computer system, or destroy another user's data
- x to transmit "chain letters," unsolicited commercial e-mail (UCE)
- x in any manner which violates any federal, state, or local law
- x involving the use of a username or account belonging to another individual without their permission
- x employing subterfuge to avoid being charged for use of the network or any computer systems attached to it
- x for the transmission of material that is harassing or unlawful

Related Documents

- x FLCC Network Usage policy
- x FLCC Sexual Harassment Policy
- x FLCC Workplace Violence Policy
- x FLCC Non Discrimination Non Harassment Policy

Procedures

Those individuals who apply for and are granted a computer account for access to FLCC network computers are solely responsible for any misuse of that account. Passwords should never be given out to other users. Each user is responsible for the security of his/her own password. FLCC is not responsible for restoring lost data.

