

**Functional Area(s) Responsible:** Information Technology

**Owner(s) of Policy:** Information Technology

**Most Recent BOT Approval Date:** Sma Dn Revisio 10/2/2011 Mo Review/

none      minor/non-substantive      substantive/extensive

**Policy Statement:**

Finger Lakes Community College students must be officially registered and obtain a computer account username and password in order to gain access to academic computing resources, student E-mail and file storage. Computer accounts will remain active only while the student is officially registered for a class or classes during the current or next semester.

## **Procedures:**

Access to computing resources is granted to Finger Lakes Community College students for use in their academic work, with the understanding that such access is a privilege and carries with it specific responsibilities.

### Account Management

Password(s) should be changed no less than once a year in order to protect users and their data. Please remember that no one in the IT Division will ask you for personal information by email or web form. The following recommendations are provided for selecting passwords:

Pick passwords that are difficult for someone else to guess and at least 8 characters long

Avoid words that might appear in the dictionary

Select a password that has embedded numbers or consists of multiple words

Do not write your password where an unauthorized user might find it

Change the password at least annually, especially if it has or may have been compromised.

### File Storage

Files stored on college servers are subject to disk quota limitations, and may be read or copied by faculty and staff members. Files stored on college servers are scanned continuously for viruses, and may be deleted if found to be infected. To use stored files elsewhere, students must copy them to their own removable disk or e-mail them to themselves.

Student files may be removed from active storage at the end of each semester and retained offline for one year. Files that students wish to keep and have stored on college servers should be copied off at the end of each semester.

### Network Usage

Students utilizing the College's network resources via a personal or college-

### Use of FLCC Computing Facilities and Resources

1. No food or drink are allowed near any computer
2. Students may not install software, connect or disconnect hardware, alter the configuration, or circumvent security measures on any computer
3. Students may not use any equipment in an abusive or unethical manner
4. Students must not transmit materials anonymously