



Success. It's In Our Nature.

**Policy Name:** Student Computer Use

**Policy Number:** J-10

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

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

**Most Recent BOT Approval Date:** September 2011

**Most Recent Review Date:** Spring 2023

**Most Recent Review/Revision Type:**  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.

Finger Lakes Community College students are responsible for all activity under their individual accounts. Students may not use another person's account or enable another person to access theirs.

Copying text, media, programs, or subroutines from a textbook, the Internet, or another individual and submitting as a student's own work constitutes plagiarism, and is strictly prohibited. All computer users are subject to the Academic Regulations and Student Code of Conduct outlined in the FLCC College Catalog.

FLCC student computer systems are not personal and private. FLCC Information Technology staff and college faculty may routinely access student user data for legitimate business purposes to review assignments completed electronically, diagnose and resolve technical problems, archive old data files, and investigate possible misuse of FLCC computer systems and resources.

**Reason(s) for Policy:**

This policy has been enacted to prevent College computer system abuse and misuse.

**Applicability of Policy:**

This policy applies to all FLCC employees and registered students.

**Definitions:**

None

**Related Documents:**

- FLCC Student Code of Conduct: A Handbook of Policies & Procedures
- FLCC College Catalog
- Digital Millennium Copyright Act (DMCA)

## **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-owned computing device are responsible for adhering to the College's Network Use Policy.

### E-mail Usage

All registered students are assigned an FLCC student e-mail account. Use of this account must conform to the College's E-mail Use Policy.

### Academic Web Sites

Students who have access to accounts on academic web sites provided by the College to support their coursework (e.g. Cpanel) are required to adhere to the requirements of this policy.

### Copyright and Peer-to-Peer File Sharing

The policies above specifically prohibit peer-to-peer file sharing and use of college resources to violate copyright or other laws. In addition, the College conforms to federal laws requiring it to monitor these abuses. These policies also detail specific user penalties, including fines and jail time. Violators of the Digital Millennium Copyright Act (DMCA) who have illegally shared copyrighted files are subject to civil penalties of between \$750 and \$150,000 per song. As of 2008, past pre-litigation settlements offered by copyright owners such as the Recording Industry Association of America (RIAA) have ranged from \$3,000 to \$4,000 and up per incident. Additionally, a court may at its discretion grant the copyright owner reasonable attorney fees.

In compliance with the DMCA, College policy also forbids the unauthorized copying, distribution, downloading, and uploading of copyrighted materials on any personal or College computer system. These materials include, but are not limited to, text (including e-mails and web information), graphics, art, photographs, music, film and software.

### 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 or as if they came from another person
5. Students may not display, print, or transmit harassing, threatening, offensive, illegal, or damaging materials
6. Use of computing facilities must not interfere with others' use of the facility
7. Use of computing facilities must not interfere with others' rights to privacy or academic integrity
8. Students may not duplicate copyrighted software, media, printed materials, or other students' work without the owner's explicit permission
9. Students may not use computing resources for recreation, personal profit, business (whether profit or non-profit), mass mailings or political purposes
10. Students shall limit printing to a maximum of 25 pages per session while printing in computer labs

### Plagiarism

Certain classes provide public accounts for student use. FLCC students using these accounts are required to do so in a manner completely consistent with in-class instruction and/or on-line instructions and menus. Individual accounts are provided to students for the creation and maintenance of individual files.

### **Forms/Online Processes:**

None

### **Appendix:**

None