



Policy No. 7.001
Northwest Louisiana Technical College

**Northwest Louisiana Technical College (NWLTC)
Network and Computer Access Agreement**

Original Adoption: February 11, 2015
Effective Date: February 11, 2015
Last Revision: February 11, 2015

USER RESPONSIBILITIES

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

Each User of Technology Resources shall:

- Use Technology Resources only for authorized purposes in accordance with the NWLTC's policies and procedures, with federal, state and local laws, and with related laws and authorities governing the use of Technology Resources, software, email and/or similar technology.
- Maintain passwords in confidence and in accordance with appropriate security measures.
- Comply with use policies for Technology resources throughout the world to which the NWLTC provides access.
- Be considerate in the use of shared Technology Resources, coordinating with Technology Services for "heavy use" operations that may unduly slow operations for other Users.
- Accept full responsibility for any publication resulting from Technology 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 Technology 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 Technology 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 Technology Resources, 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 Technology Resources without proper NWLTC authorization.
- Accept payments, discounts, free merchandise or services in exchange for any services provided through use of the Technology Resources, unless properly authorized by the NWLTC; or otherwise conduct a for-profit, commercial business without properly coordinating with NWLTC officials.
- Endanger the security of any Technology 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 organizational 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 NWLTC.
- Utilize Technology 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 NWLTC Technology Resources unless such conduct is consistent with the NWLTC's academic, educational and administrative policies or otherwise properly approved by the NWLTC.
- Copy, impair or remove any software located on any Technology Resources or install any software on any Technology Resources that impairs the function, operation and/or efficiency of any Technology Resources.
- Connect or install any unauthorized hardware or equipment including but not limited to laptops, external drives, etc. to any Technology Resources or network access points without prior written approval from the NWLTC Information Technology Department.

MONITORING AND PENALTIES

Use of the NWLTC's Technology Resources is a privilege, not a right. NWLTC reviews and monitors its Technology 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

NWLTC’s Technology Resources and the NWLTC specifically reserves the right to review and copy any data or other information stored on any Technology Resources, without notice to any User, by use of forensic computers or otherwise. Violations of this agreement may result in penalties, such as terminating access to Technology Resources, disciplinary action, civil liability and/or criminal sanctions. All Users are specifically prohibited from encrypting files on any Technology Resources or taking any steps that block the NWLTC’s access to files, other than the use of NWLTC passwords, or approved encryption programs, unless such conduct is consistent with the NWLTC’s academic, educational and administrative policies or otherwise properly approved by the NWLTC.

NWLTC may monitor all usage of the Internet on or through Technology Resources and all other use of the NWLTC’s Technology 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 Technology Resources.

ANYONE REQUESTING ACCESS TO THE NWLTC INFORMATION SYSTEMS MUST READ AND ACKNOWLEDGE:

- Anyone granted access to NWLTC’s Information Systems is deemed a user.
- Each user is responsible for the security of NWLTC’s Information Systems.
- Each user accessing NWLTC’s Information Systems is bound by the procedures, such as password and account logon procedures, detailed in this agreement.
- Each user should lock their workstation by a form of screensaver password, or logout, when they are away from their workstation.
- Each user should be aware of social engineering, the manipulation of others to gain information for the purpose of perpetrating fraud or damage to the system.
- Each user should be aware that NWLTC may monitor any and all activities without your direct consent or knowledge.

Acknowledgement

I, _____, acknowledge that I have received and read Northwest Louisiana Technical College’s Network and Computer Access agreement. I understand the purpose of the agreement and that management will make an effort to inform me of additional changes that may be made, however I am bound by these changes whether aware of them, or not.

Signature of User

Date

Signature of Campus Official

Date

Approved:



Dianne Clark
Interim Director