Brazosport College™
Information Technology

STUDENT ACCOUNT SECURITY AGREEMENT

The goal of the Brazosport College Information Technology is to provide various IT resources to students and employees of the college to assist them in attaining their educational and teaching goals. As a user of these resources, it is important for you to understand your responsibilities regarding the proper use of these resources. Failure to understand and comply with your responsibilities can result in serious consequences including dismissal from the college and prosecution under state and federal criminal and civil laws. The IT department will vigorously pursue investigation of all suspected violations and will report any criminal acts to local law enforcement.

Information resources are valuable assets and **unauthorized use**, alteration, destruction, or disclosure of these assets is a computer-related crime, punishable under Texas statutes and federal laws. Attempting to circumvent security or administrative access controls for Information Resources is a violation of this policy. Assisting someone else or requesting someone else to circumvent security or administrative access controls is a violation of this policy.

All accounts and related activities are subject to monitoring by Brazosport College Information Technology personnel. This account and its related resources are provided by Brazosport College to enhance the learning environment and should be used as such. **Unauthorized use** is defined as use of a technology resource that is outside the scope of instructor defined class work. These systems are not to be used for personal commercial purposes. If you are unsure about whether a particular activity is allowed, please consult your instructor or the IT helpdesk.

Violations of the Computer Security Policy will be reported to the Director of Information Technology and the appropriate division chair, director or dean. Violations of the Computer Security Policy that may be violations of state and federal laws will be reported to the Office of the President, Brazosport College as well as appropriate law enforcement agencies.

Usernames and passwords control access to network resources in addition to personal file shares on the BCNET domain. This resource is to be used as a means to store class work and class related files. Student accounts are not to be used for storing any non-course related materials. Such materials will be deleted immediately and the incident will be reported to the Director of Information Technology.

> **The account/username owner is responsible for all actions and functions performed by their account/username. Do not "loan" your account to anyone at any time for any reason.**

The account/username owner is responsible for managing their password according to guidelines set in this policy.

    1.) Student accounts will be granted to all students.

    2.) Passwords rules are:

- Minimum sixteen (16) characters
- At least one upper case character
- At least one lower case character
- At least one number
- At least one special character (Examples: ! @ & *)
- Your password must not contain your username
- Passwords will expire every 120 days and the student will be required to set a new password.

    3.) If a student forgets his/her password, they will be required to go to the Information Technology Helpdesk (BC Central, K.100) **with a valid Photo ID** to get their password reset. You can also change your password using the password reset program, but only if you have previously enrolled in the system.

4.) Accounts will remain enabled for a period of up to one year from the last time they were used. This is determined by no activity of enrollment. After one year the account will be disabled. Once a student enrolls in classes the account will automatically become enabled.

5.) Accounts will remain in the system for a period of up to two years from the last time they were used. This is determined by no activity of enrollment. After two years the account will be removed from our system.

6.) IT will lock any student account found logged in on an unattended lab computer as this is a security violation. This will require the student to go to the IT helpdesk with their valid Photo ID to get the account unlocked.

All students are provided an e-mail account. Fraudulent, harassing, offensive or obscene messages or materials are not to be sent, printed, requested, displayed, or stored on Brazosport College owned or operated technology systems. Brazosport College technology system resources should not be used in a manner that would embarrass or bring discredit to the College in the view of its constituencies. Information which invades an individual's privacy or is disparaging of an individual or business must not be published without the express consent of the person or business entity. Chain letters are not permitted; other forms of mass mailings by student account holders are not permitted, except with the prior approval of the Director of Information Technology. Old e-mail messages that are consuming space on accounts that have reached the storage limit set by the system administrator will be deleted to free up space so that e-mail can be delivered.

Students who have completed their degree or do not plan to continue enrollment at the college have the responsibility for moving their files off of the Brazosport College network. This includes your email along with the files stored on your personal network drive. Accounts will be removed from the system after two years of no activity of enrollment, along with the files stored on the network drive. A substantial fee must be paid, in advance, to have files retrieved from tape backup. Accounts are disabled and removed in accordance with the terms of the account.

By signing this agreement, you agree to be bound by the terms of this agreement. Furthermore, you agree to be bound by any subsequent revisions of this agreement. The current version of this agreement is also available on the IT department web page at
https://www.brazosport.edu/Assets/pdfs/it/student_security_agreement_without_signatures.doc.pdf