

# Wildcat Web Request Forms

All Bethune-Cookman College records are stored on an IBM iSeries computer system. Due to confidentiality and privacy rights, access to this iSeries administrative system is restricted. Student Information and course information available to Bethune-Cookman College faculty, staff and student has been pre-determined. You may access these records with the appropriate approvals on this application. The Center for Information Technology Department is not authorized to grant any access to faculty, staff or student without the "Request for iSeries Account" form. An iSeries user ID and PIN will be assigned once the request form is approved.

If you have specific administrative responsibility to utilize the iSeries for viewing information other than the general student information, such as accounts payable, general ledger, registration, ..., please ask your direct supervisor to contact The Center for Information Technology Department to arrange the access.

## **General Student Information Include the following:**

1. **Course Information**
  - **Current enrollment for a course**
  - **Maximum number of seats available for a course**
2. **Student Course Inquiry**
  - **List of all courses taken at B-CC and the grade for each course**
3. **Professor Schedule**
  - **List of classes a professor is assigned to teach**
4. **Student Transcript**
  - **List of all courses taken at B-CC with grades and GPA. Broken down by semester**
5. **Student Information**
  - **General biographical Information about a student. This includes:**
  - **Student's preferred name,**
  - **Classification,**
  - **Academic standing,**
  - **Advisor,**
  - **Year first attended,**
  - **Graduation,**
  - **Applicant status,**
  - **Majors and minors,**
  - **Holds (such as library fines, traffic tickets,...)**
  - **Student's home address and local phone number**
  - **Birth day,**
  - **Gender,**
  - **If student is an athlete,**
  - **Dorm, room number, dorm phone number and B-CC campus mail box number,**
  - **Student's current class schedule (does not show grades)**

Bethune-Cookman College  
Request for Access Accounts

To apply for computer network access accounts, applicant must complete **all** applicable sections (on both sides) and sign this application form. **Employees whose employment files are incomplete will not be granted access.** Please return this form to the Office of Human Resources Management.

Faculty/Staff ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Email Address (campus email if applicable): \_\_\_\_\_

Office Phone: \_\_\_\_\_

Special Request: \_\_\_\_\_

(initial here)

\_\_\_ I have read and understand the Bethune-Cookman College "Policies for Information Systems Usage"

\_\_\_ I have read and understand the "Family Educational Rights and Privacy Act (FERPA)"

**By signing below, I understand the consequences for violation of these policies and I am aware of my responsibilities.**

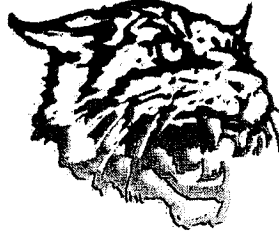
\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

For iSeries Access, please indicated what is approved or disapproved (ADMINISTRATION ONLY)

DO NOT WRITE BELOW THIS LINE	FOR ADMINISTRATIVE USE ONLY	
<input type="checkbox"/> General Student Information	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<input type="checkbox"/> Specific Student Information	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<input type="checkbox"/> Financial Information	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Verification from HR _____		Date _____
CC CIT: Date _____ Name: _____		
CIT SECTION		
AS/400 ID _____	Module _____	By _____ Date _____
Special Authority _____		

Bethune-Cookman College



Request for Access Accounts

I would like to request the following:

- Voice Mail       E-mail       Wildcat Web       iSeries Account
- Caller ID Change       Add Online Directory
- Remove Phone Ext Information       Remove Email Account
- Remove Online Directory       Remove Wildcat Web Access
- Remove Voice Mail       Remove Caller ID

For Voice Mail and Caller ID please indicate ext number \_\_\_\_\_

Other Request (please specify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reason I need/remove access is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head's Name (Please Print)

**Bethune-Cookman College**  
**The Center for Information Technology**  
**CONFIDENTIALITY OF STUDENT RECORDS**  
**STATEMENT OF UNDERSTANDING**

Bethune-Cookman College in the conduct of its normal business collects, maintains and archives confidential academic information on students. The College, under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is responsible for maintaining and protecting the confidentiality of the student records and is specifically prohibited from releasing non-directory information to third parties without the student's written consent. The act, however, permits access to confidential information by College officials who by the nature of their job have a legitimate "need to know".

You have been identified as an employee requiring access to confidential student records information. Access to confidential student records information is granted to assist you in conducting your business on behalf of the College and its students. Accepting this access makes you responsible and liable for maintaining this confidentiality. Under no circumstances should you disclose your personal password to another individual or share sensitive student records data beyond the "need to know" established by FERPA.

*Persons who violate the confidentiality of student records are subject to disciplinary action.*

I have read the above statement and understand my responsibilities to maintain the confidentiality of student records information. *My signature below signifies my acceptance of this obligation.*

<i>ID Number &amp; Name (printed)</i>	<i>Signature</i>
<i>Social Security Number</i>	<i>Date</i>
<i>Your Title</i>	<i>Department/Area of Responsibility</i>

Acceptable Usage Policy for  
Technological Resources at  
Bethune-Cookman College  
CLIENT AGREEMENT

As a client with access to the B-CC Technological Resources, I hereby agree to comply with the stated rules in the enclosed Acceptable Usage Policy for Technological Resources at B-CC. I will communicate over the network in a responsible fashion while honoring all relevant laws and restrictions. I certify, that I have read, understood and will comply with this policy.

Print name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Check One

Student \_\_\_\_\_ Student Number \_\_\_\_\_

Employee \_\_\_\_\_

Alumni \_\_\_\_\_

Other \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Acceptable Usage Policy for Technological Resources at Bethune-Cookman College

Version 1.0

## PURPOSE

The purpose of this document is to establish a written policy for legal and ethical use of technological resources at Bethune-Cookman College (B-CC) by faculty, staff, administrators, students, alumni or any information systems client. This policy is presented as a work in progress. It has been drafted for the approval of the College administration and Board of Trustees. It will be included as part of the work of the Policies & Procedures sub-committee of the College-wide Technology Planning Committee and included in the Technology Master Plan.

## DEFINITIONS

Unless otherwise stated, the terms used in this set of policies are consistent with those defined in Chapter 815.03 of the Florida Computer Crimes Act. For clarification purposes terms which may be specific to B-CC are defined as follows:

Academic and Administrative Use - includes any activities consistent with the mission of the College.

Client - is any person, whether authorized or not, who makes any use of B-CC information systems or facilities from any location, including but not limited to students, faculty, staff, alumni and external clients accessing B-CC technological resources.

Electronic Communication - is any data sent or retrieved across the B-CC technological resources.

Intellectual Property - includes, but is not necessarily limited to, data and programs.

Internet Services - include, but are not limited to, electronic mail, file transfer protocol, Telnet, news and the World Wide Web.

Technological Resources - at B-CC include computers, terminals, printers, networks, telecommunications and related equipment, as well as data files or documents managed or maintained by the College residing on disk, tape or other media. This would also include multimedia equipped classrooms, computer classrooms, computer labs, offices and furnishings operated or maintained by B-CC.

## RIGHTS

### Free Inquiry & Expression

Clients have the right to free inquiry and expression consonant with the mission of the College.

### Privacy

Any information stored on B-CC systems is the property of the College. While the College will make reasonable attempts to maintain the confidentiality of communications, the College reserves the right, to the extent and in such a manner as it deems appropriate, to monitor communications and other usage of the College's technological resources in order to insure appropriate use.

## CLIENT RESPONSIBILITIES

### Lawful Use

All use of B-CC technological resources is subject to federal, state and local law, College Policies and Procedures, and various laboratory rules as appropriate. Consult the Florida Computer Crimes Act, Florida Statutes Chapter 815, the B-CC Catalog and the College Policies and Procedures as appropriate.

### Copyrights

Clients must at all times observe and respect intellectual property rights, including, but not limited to applicable software copyright laws.

### Contracts

All use of B-CC technological resources must be consistent with all contractual obligations of the College, including limitations defined in software and other licensing agreements.

### Proper Authorization

Clients may have authorization to use any College technological resource as approved by the College administration. The resources should only be used for academic and/or administrative purposes. Clients must not permit or assist any unauthorized person to access B-CC technological resource.

### External Data Networks

Clients must observe all applicable policies of external networks.

### Personal Identification

Clients of B-CC technological resources must show identification upon request.

### Internet Access

Client access to the Internet and Internet services is a privilege not a right. Access entails personal responsibility. In order to ensure ethical use of these services, indecent and injurious behavior are not permitted. Within reason, freedom of speech and access to information for academic and business use will be honored.

### For-profit Use

Without specific authorization, all activities using B-CC technological resources for personal profit are prohibited. However, this is not meant to restrict normal communications and exchange of electronic data, consistent with the College mission and Policies and Procedures.

### Threats and Harassment

B-CC technological resources must not be used to threaten, harass or insult any person.

### Inappropriate Electronic Communications

Knowing or reckless distribution of unwanted e-mail or other electronic communication is prohibited. Broadcast, chain letters, pornography, intentional distribution of computer viruses or any unauthorized schemes that may cause excessive network traffic, computing load, or damage are prohibited.

### Destruction of Data or Equipment

Clients of B-CC technological resources should communicate any destruction of data or equipment to the Center for Information Technology.

### Removal of Equipment or Documents

Without specific authorization by the owner or designated administrator, clients must not remove any B-CC owned or administered equipment, data or documents.

### Internal or External Devices

Without specific authorization, clients must not physically or electronically attach any internal or external device, such as an external disk drive, printer, interface card, modem, or video system, to any B-CC equipment.

## SECURITY

### Concealed or Falsified Identity

Clients must not conceal or falsify their identity when using B-CC technological resources, except when anonymous access is explicitly provided.

### Unauthorized Data Access

Clients must not make or attempt any deliberate, unauthorized access to or changes in data on any B-CC technological resources.

### Security Compromise

Clients must not defeat or attempt to defeat any security system, such as by guessing user identifications or passwords, making unauthorized use of such user identifications or passwords, or compromising room locks or alarm systems.

### Data Interception

Clients must not intercept or attempt to intercept data communications not intended for that client's access.

### Denial of Service

Clients must not deny, interfere with, or attempt to deny or interfere with service to other clients.

### Personal Security

Clients are responsible for maintaining the privacy and security of their user IDs and passwords. IDs and passwords are normally assigned to single users and are not to be shared with any other person without the appropriate College

administration authorization. Clients are expected to report any attempted security violations to the Vice President for Information Technology. Clients are responsible for any activity carried out under their user ID.

## INSTITUTIONAL RESPONSIBILITY

### Data Access

B-CC personnel are forbidden to browse client files without specific purpose and authorization. If, by mistake or other cause, a staff member reads protected client information, the information will not be divulged except as authorized by the administrator of the facility concerned or by appropriate legal authorities.

## VIOLATIONS

### Reports of Violations

Clients must report any violation of this policy to the Vice President for Information Technology. Clients must not conceal or help to conceal violations by any party.

### Penalties

B-CC is authorized to apply certain penalties to enforce its policies and regulations. Penalties may include, but are not limited to, temporary or permanent reduction or elimination of access privileges or expulsion or termination. When the College believes it necessary to preserve the integrity of facilities, client services, or data, a client's ID may be revoked, whether or not the client is suspect of any violation.

If the violation warrants action beyond a College imposed penalty the case may be referred to the proper legal authorities as appropriate. These policies are in compliance with the penalties for conviction of a violation as stated in the Florida Computer Crimes Act s.775.082, s 775.083, and s. 775.084.