



## **Bossier Parish Community College**

### **Department of Technology, Engineering, and Mathematics**

#### **Code of Conduct – Computer Technology Programs**

##### **Welcome to the Program!**

This marks the beginning of your journey through the classes that make up Bossier Parish Community College's Program. Upon completion of the program, you will understand the processes and technologies that make information security possible and the failures and vulnerabilities that hackers, crackers, spies, and thieves use to attack information assets and systems.

This knowledge engenders a great deal of responsibility that we at Bossier Parish Community College take very seriously, and in addition to the BPCC Code of Conduct Policy, CTEC Students are expected to take equally seriously. This document outlines those responsibilities and expectations.

##### **Academic Standards**

Students are assumed to have learned how to prepare academic papers in their earlier studies, including how to reference works used in preparation of their papers and presentations.

If you use or refer to other people's work, including electronically published data or documents, please be sure to cite the reference correctly and completely. Plagiarism in any form will not be tolerated. Please check your work carefully.

##### **Code of Conduct**

Our students are trusted with access to the practices, procedures, and technologies used to attack and protect valuable information assets and systems. This trust requires an uncompromising commitment to satisfying the highest moral and ethical standards. Adherence to all laws, rules, and regulations applicable to the field and practice of information security is critical.

This Code of Conduct sets forth basic standards to guide the behavior of students enrolled in the CTEC Programs. It attempts to provide comprehensive guidance with regard to College Policies, on behalf of the College Policies, with fellow students and on the student's own behalf. Bossier Parish Community College expects each student to assume a sense of personal responsibility for assuring the compliance of his or her own behavior and those of their fellow students. The Code of Conduct represents a "zero tolerance" policy. Failure to behave in accordance with this policy may result in dismissal from the Program and not receiving Bossier Parish Community College's degree in our CTEC Programs. In recognition of the sensitive nature of the subject matter with which students are entrusted, this policy is stricter than the usual standards of academic integrity to which all students are subject.

Bossier Parish Community College understands that this code must be flexible enough to deal with hundreds of different daily activities in addition to future academic and business issues. Toward that end, Bossier Parish Community College expects each student to use sound judgment in the performance of his/her studies. Sound judgment means, among other things, that the student should consider

whether his/her conduct would be viewed with approval by family, friends, colleagues and the community at large were the activity to be disclosed. Students should read this Code carefully, and then execute the attached form to certify that they have done so and to acknowledge a commitment to follow its terms. (This may be done via electronic or physical signature).

### **Policy**

Bossier Parish Community College's policy is to provide outstanding education in information security and to teach students how to provide excellent service to their employers and clients in an honorable manner. Following the guidelines set forth in this Code of Conduct and the application of sound judgment will ensure the success of our mission and the continuing prosperity of the College and its programs. New students will read this Code of Conduct and sign the attached Student Certification and Agreement. The Student Certification and Agreement will be retained by Bossier Parish Community College for a period of not less than five (5) years following the student's graduation or otherwise leaving the Program.

### **Ethical Behavior, Compliance with Laws and Regulations, and Due Diligence**

Bossier Parish Community College students are responsible for behaving according to the highest standards of ethical conduct, for conducting themselves in conformance with all laws of the United States and other jurisdictions in which they may find themselves, and for exercising due diligence in the conduct of the studies and projects that comprise their education. The highest ethical standards are essential to the success of Bossier Parish Community College's CTEC Programs. In addition, having high ethical values in the Program creates an environment of trust, consideration for colleagues, and a sense of responsible behavior that enhances Bossier Parish Community College's academic environment and the value of the Program.

Students should be aware that they may be held personally liable for any improper or illegal acts committed during the course of their education, and that "ignorance of the law" is not a defense. Students may be subject to civil penalties, such as fines, or regulatory sanctions, including suspension or expulsion. Potential penalties for illegal acts under federal sentencing guidelines are severe and may include imprisonment and substantial monetary fines. Existing federal and state laws, as well as the laws of foreign jurisdictions, may impose civil money penalties, permit the issuance of cease and desist orders, or have other consequences.

Students who become aware of any violations of the law or questionable practices by a fellow student should contact their professor or the Dean of Technology, Engineering, and Mathematics, immediately. Disclosure of questionable or improper conduct to faculty members who can take appropriate action is critical to Bossier Parish Community College's success. All such communications will be investigated fully. Moreover, retribution against students who report ethics complaints or student misconduct will not be tolerated and is itself a violation of Bossier Parish Community College's ethical standards.

### **General Responsibilities**

All students enrolled in CTEC are expected to conduct their activities in a manner that satisfies the highest of ethical standards. Each student must:

- Conduct Activities in accordance with high ethical and moral standards.
- Conduct all activities in accordance with the academic integrity standards posted on the Bossier Parish Community College website.
- Be aware of, and abide by, the laws of the United States, the individual States, foreign countries and other jurisdictions in which the student may conduct studies, projects, research or other activities.
- Adhere to the spirit of the law as well as its substance.
- Always act with personal integrity based on principles of sound judgment.
- Neither condones nor ignores any illegal or unethical acts for any reason.

### **Faculty Responsibilities**

Each faculty member is responsible for assuring that every student under his/her direction is familiar with this Code of Conduct and understands its importance to Bossier Parish Community College's success.

### **Bossier Parish Community College's responsibilities**

Bossier Parish Community College is responsible for insuring that all students enrolled in the CTEC Programs are aware of and understand this code of conduct. Bossier Parish Community College is responsible for creating an educational environment in which this Code of Conduct may be successfully implemented. Bossier Parish Community College will ensure that all students receive, as part of the Program, education, training and awareness regarding ethical issues, policies, practices and procedures, and will insure the availability of support and guidance to any student who seeks them.

### **Confidentiality of Information**

Successful relationships with our students and the firms that sponsor them are founded on trust in Bossier Parish Community College's commitment to maintain the confidentiality of information entrusted to the College through our students. Students enrolled in the CTEC Programs are frequently required to deal with sensitive information. Every student must exercise care in handling confidential information concerning the College and its programs, sponsoring firms, or other organizations with which he or she comes into contact in the course of academic activities. Handling sensitive information in a highly professional manner promotes our reputation for integrity, thereby enhancing relationships with the College, sponsors and other organizations. Every student is expected to be familiar with and to comply with the policies, practices, procedures and standards of care contained in this Code of Conduct as well as the Academic Integrity policies of the College.

As a general rule, students should exercise the utmost care with their confidential information in order to avoid violations of legal or ethical constraints. When in doubt, students should assume that information is confidential and therefore subject to this high standard of care.

### **Trading on Insider Information**

Students enrolled in the CTEC Programs who are assigned to deal directly with outside firms and organizations in the course of projects will occasionally be exposed to proprietary or confidential information that could be used in developing or applying investment strategies. Students are cautioned

not to engage in securities trading that might result in the appearance of impropriety. Students are strictly prohibited from trading stocks, bonds, or other securities on the basis of material nonpublic information to which they are exposed in the course of their projects. Likewise, students, or members of the student's immediate family, may not directly or indirectly speculate in materials, equipment, supplies, or property to be purchased by Bossier Parish Community College or other firms or organizations based upon information gained in the performance of the student's studies and not available to the general public.

### **Copyrighted or Licensed Materials**

It is both illegal and unethical to engage in practices that violate copyright laws or licensing arrangements. All students must respect the rights conferred by such laws and arrangements and refrain from making unauthorized copies of protected materials, including articles, documents and computer software.

### **Proprietary Information**

Students enrolled in the CTEC Programs who have access to proprietary information owned by the College or organizations with which the student comes into contact in the course of studies or projects shall refrain from disclosing any such information, directly or indirectly, or using it for any purpose except as required in the course of their studies. Students will not be assigned to engagements or other tasks where they might be required to use or disclose trade secrets belonging to their employers. Students should not bring to class or group activities any information from their place of employment that might be considered proprietary or any proprietary items that may have been purchased or produced in the performance of the student's employment. For students graduating or otherwise leaving the Program, the obligation to preserve the confidentiality of proprietary information acquired in the course of their studies does not end upon termination of their studies at Bossier Parish Community College. The obligation continues indefinitely until Bossier Parish Community College or the individual or organization that owns the proprietary information authorizes disclosure, or until the proprietary information legally enters a public domain.

### **Transfer of Technology to Foreign Nationals**

Disclosure of regulated technology, as defined in the International Traffic in Arms Regulation (ITAR), to foreign nationals may be considered an export disclosure under the ITAR and subject to U.S. Government licensing. It is the responsibility of Bossier Parish Community College students and faculty working with foreign nationals to follow procedures necessary to ensure that there is no transfer of technical information, data, or technology beyond that which is authorized by the ITAR or for which a license has been duly issued by the appropriate department of the U.S. Government.

### **Use of Computer Systems and Networks**

Bossier Parish Community College supplies its students with access to College-owned computer systems and networks for their use in accomplishing the studies and projects to which they have been assigned by the Program. The Bossier Parish Community College computers, software, telecommunications

networks, and electronic mail systems are to be used only for official Bossier Parish Community College studies. Non-Bossier Parish Community College-owned electronics, software, equipment or computers are not to be introduced into, placed upon or connected to Bossier Parish Community College computers, systems or networks without the prior written permission of the College. Electronic mail accounts provided to students by Bossier Parish Community College are intended for exchanges related to their academic endeavors, not for personal communication or other inappropriate activities. Access to the Internet and the World Wide Web provided to students by Bossier Parish Community College is intended for academic research only, not for personal access, downloading, uploading, or other inappropriate activities. Bossier Parish Community College reserves the right to audit and monitor the use of computers, systems, networks, electronic mail accounts, and access to the Internet or the World Wide Web without notice to ensure proper usage.

### **Accessing Computers or Networks**

Students enrolled in the CTEC Programs must have proper authorization and follow specified procedures in accessing computers and computing networks whether the computers or networks are owned by Bossier Parish Community College or by a third party. Students who exceed their authorized access or misuse access privileges will be subject to disciplinary action up to and including expulsion from the Program.

### **Summary**

It is imperative that Bossier Parish Community College and its students conduct the College's academic activities in accordance with the highest possible ethical and legal standards. Every student is responsible for ensuring that his or her personal conduct is above reproach. Violations of the standards described in this Code of Conduct should be made known immediately to the appropriate faculty member(s) or to the chair of the Computer Technology department. Bossier Parish Community College takes these ethical obligations very seriously. Violations will not be tolerated and will result in disciplinary action.

## Student Certification and Agreement

I, \_\_\_\_\_, hereby certify that I have been given a copy of and have read and understand the Code of Conduct of the Bossier Parish Community College Cyber Technology (CTEC) Program(s), and I agree that I will act at all times in accordance with that code. I understand that Bossier Parish Community College takes its ethical obligations very seriously and violations will not be tolerated. I fully understand that Bossier Parish Community College and its students must conduct the Program's activities in accordance with the highest possible ethical and legal standards. I know that I am responsible for ensuring that my personal conduct is above reproach. As a condition of studying in the CTEC Programs at Bossier Parish Community College, I agree that violations of the standards described in the Code of Conduct shall be made known immediately to my appropriate faculty member(s) and to the Dean of the Technology, Engineering, and Mathematics Division, and that violations will result in dismissal from the Program and failure to receive the degree.

I agree to take all reasonable precautions to assure that sensitive College or faculty information that has been entrusted to my fellow students or me by third parties (such as the students' employers), will not be disclosed to unauthorized persons. I understand that I am not authorized to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the faculty or the person who is designated information owner or custodian.

I also understand specifically that Bossier Parish Community College provides computer systems and networks for my use in academic studies and that I am not permitted to use those computer systems and networks for personal business or for any activities not related to my academic studies. I understand that Bossier Parish Community College audits and monitors the use of those computer systems and networks and that I have no right to privacy or expectation of privacy when I use computer systems and networks provided to me by Bossier Parish Community College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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