



# Lakeshore Northeast Ohio Computer Association

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## FTP Account User Agreement

LNOCA will create an account for your school/district to transfer patron data to LNOCA via FTP.

Please note the following:

1. Each user will be assigned one unique account and password for access to the network.
2. Passwords will expire after 180 days. The user is responsible for protecting the confidentiality of his or her password, other access protocols, and member and LNOCA information, in whatever form.
3. Access to the LNOCA network via an electronic network outside the LNOCA area will be restricted to the minimum level of access necessary for authorized users. No "general access" accounts shall be maintained.
4. For security reasons, each member must inform LNOCA immediately of any employee of such member who has been terminated or has voluntarily left the employment of such member. The accounts and files of such an employee shall be disabled and deleted within five business days.
5. In all events, the Executive Director of LNOCA shall have the authority and responsibility to take all actions necessary to ensure the integrity of data and the security of the computer system and to enable users to utilize the computer system as authorized.
6. **Use of the LNOCA network is limited to its registered account holders. Each account holder is responsible for any use or misuse of his or her password and/or account.**

The employee's signature below indicates that he/she has read and agrees to abide by the above policy.

Employee Name (PRINT): \_\_\_\_\_

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

District: \_\_\_\_\_

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

*Bedford City*

*Brecksville-Broadview  
Heights City*

*Brooklyn City*

*Cuyahoga Heights Local*

*Cuyahoga Valley  
Career Center*

*East Cleveland City*

*Educational Service  
Center of Cuyahoga  
County*

*Garfield Heights City*

*Independence Local*

*Lakewood City*

*Maple Heights City*

*North Royalton City*

*Orange City*

*Richmond Heights Local*

*Rocky River City*

*Shaker Heights City*

*South Euclid-Lyndhurst  
City*