

	<b>FGCU POLICY 3.043</b>	<b>Responsible Unit:</b> Information Technology Services
	<b>File Transfer Protocol (FTP)</b>	

## A. POLICY STATEMENT

File Transfer Protocol (FTP) services are used as a method for transferring data across the Internet or sharing data with other users. This Policy is intended to provide an agreement between FGCU's technology departments and their users about the use of these services.

## B. REASON FOR POLICY

The reason for this Policy is to establish proper use of FTP services hosted at FGCU and to educate our users of these procedures.

## C. APPLICABILITY AND/OR ACCOUNTABILITY

This Policy requires each user that has access to FGCU-hosted FTP services and the departments hosting FTP services to understand and agree to what can be stored on the server they are accessing via FTP.

## D. DEFINITION OF TERMS

1. *File Transfer Protocol (FTP)*: FTP is a method for users to upload and download data to FTP servers/services on the Internet or the local network.
2. *FTP Services*: FTP Services generally are a location that a user has access to in order to upload, download, and store data. These locations are generally only accessible after entering a username and password that have been given access to the location.
3. *FTP-Like Service*: Other services, such as Secure File Transfer Protocol (SFTP), FTP over Secure Sockets Layer (FTPS), or Secure Copy Protocol (SCP) provide similar functionality as FTP.

## E. PROCEDURES

Any user requesting access to an FTP Service will do so via one of the following departments:

1. Academic and Event Technology;
2. Information Technology Services;

### 3. Library Services

The above listed departments will follow their internal FTP procedures to grant and monitor access, as well as audit the type of data that is stored using the services and audit the accounts that are being used to access this storage.

#### *Related Information*

*FGCU Policy 3.032, Records Management Policy*

*FGCU Policy 3.042, Restricted Data*

#### *Authority*

*BOG Regulation 1.001, University Board of Trustees Powers and Duties*

#### *History of Policy*

*New 01/09/15; Format Changed 09/10/19*

#### **APPROVED:**

          \*/s/Wilson G. Bradshaw            
Wilson G. Bradshaw, President

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Date