

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

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<b>FLETC DIRECTIVE NO:</b>	4900
<b>DIRECTIVE TITLE:</b>	Information Technology System Rules of Behavior and Use Agreements
<b>EFFECTIVE DATE:</b>	8/17/2006

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**1. POLICY:** The Federal Law Enforcement Training Center (FLETC) requires that users of FLETC information technology (IT) systems use and operate FLETC IT systems in accordance with FLETC IT rules of behavior.

**2. SCOPE:** This directive applies to all individual users and administrators of FLETC IT systems — IT systems owned or operated by FLETC and those IT systems maintained or operated on the behalf of FLETC through contracted services. Individual users and administrators include FLETC personnel, detailees, guests/visitors, contractors, FLETC students, student interns, and Partner Organization personnel when using FLETC IT systems. Additional acceptable personal use guidelines for contractors may be specified in individual contract requirements. This directive does not apply to IT systems that are owned and operated by FLETC Partner Organizations or on their behalf through contracted services.

**3. REFERENCES:**

- a. Federal Information Security Management Act of 2002, November 25, 2002.
- b. Office of Management and Budget Circular A-130, Management of Federal Information Resources.
- c. 5 CFR § 2635.704, Standards of Ethical Conduct for Employees of the Executive Branch.
- d. Department of Homeland Security (DHS) Management Directive (MD) 4300.1, Information Technology Systems Security.
- e. DHS Sensitive Systems Policy 4300.A.
- f. DHS Sensitive System Handbook 4300.A.
- g. DHS MD 4900, Individual Use and Operation of DHS Information Systems/Computers.
- h. FLETC Directive 4600, Personal Use of Government Information Technology Resources
- i. FLETC Directive 70-03.A, Personal and Real Property Management.

4. **CANCELLATION:** None.
5. **ADDITIONAL GUIDANCE:** [FLETC Manual 4900](#), Information Technology System Rules of Behavior and Use Agreements.
6. **OFFICE OF PRIMARY INTEREST:** Chief Information Officer Directorate.

[Signature on file](#)

Connie L. Patrick  
Director