Student Compliance Training Course Overview
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Diversity

Policy

Diversity and inclusion drive innovation. Florida Institute of Technology believes in a culture where differences are valued. We encourage and support the diverse approach of our employees and students. We are committed to building and sustaining a diverse academic and work environment in which students and employees from different backgrounds are included and respected as they learn, teach and work.

Policy of Nondiscrimination: Florida Institute of Technology (“Florida Tech” or “university”) prohibits students, employees, contractors, volunteers and visitors (collectively, “community members”) from engaging in discrimination and harassment based on any individual’s race, color, creed, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status, veteran status and any other legally protected characteristic. This prohibition applies to all of the university’s educational programs and activities—including admissions—as well as all employment actions, including but not limited to recruiting, hiring, promotion, demotion, compensation and benefits. Florida Tech will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of prohibited discrimination, harassment or retaliation and remedy its effects.

Overview of Diversity Awareness for Students Training Course

This course will provide students with an awareness of how a diverse student body, as well as diverse college faculty and staff members, strengthen a campus. It also provides tools to ensure that diversity is embraced on campus. The content in this course was designed with care and sensitivity; however, some may find certain topics personally upsetting. If you need to talk with someone, contact the Office of Student Life or the Office of Compliance & Risk Management at compliance@fit.edu.

Definitions

Diversity: The presence of a wide range of human qualities and attributes within an individual, group or organization. Diversity includes such factors as age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, educational background and expertise.

Inclusion: Appreciating and using our unique differences—strengths, talents, weaknesses and frailties—in a way that shows respect for the individual and ultimately creates a dynamic, multidimensional organization.

Equity: Fairness, impartiality, even-handedness. A distinct process of recognizing differences within groups of individuals and using this understanding to achieve substantive equality in all aspects of a person’s life.

Discrimination: Treating someone differently because of their membership in a protected class (or a perception that someone is a member of a protected class) in matters of admissions, employment, housing, services or any other educational programs or activities of Florida Tech.

Harassment: The use of threatening words or actions that are likely to, or do in fact, cause emotional distress. These include, but are not limited to: (1) attempting or threatening to subject another person to unwanted physical or verbal contact, (2) following another person in or about a public place or private places, (3) directing obscene language or gestures at another person or group of people, (4) directing verbal abuse at another person, (5) creating a racially intimidating, hostile or offensive social or educational environment, (6) creating a religiously intimidating, hostile or offensive social or educational environment, and (7) creating an intimidating, hostile or offensive environment based on a person’s sexual orientation or sexual identity.
Drug & Alcohol

Policies

**DRUG POLICY**
The use, consumption, possession, sale, manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by Florida state and federal law, for which the individual does not have a legal license or valid prescription is strictly prohibited. Use, display and/or possession of drug paraphernalia are prohibited. This includes but is not limited to bongs, pipes, hookahs, water pipes or any item modified or adapted for planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing a controlled substance into the human body.

Florida Tech is an educational institution, not a law enforcement agency, and therefore does not apply sanctions of the law. However, Florida Tech will not disregard the law and will not shield individuals from legal consequences of their actions, should they violate the law. In addition, individuals who violate the law are also subject to disciplinary action by the university.

**ALCOHOL POLICY**
Consistent with Florida and federal law, the minimum legal drinking age on or off the Florida Tech campus is 21. Underage possession or consumption of alcoholic beverages, public intoxication, driving or operating a motor vehicle or other mode of transportation while under the influence of alcohol or other substance, distribution or sale of alcohol, possession of a common source container, or excessive or rapid consumption of alcohol are violations of the alcohol policy.

The sale of alcoholic beverages or consumption of alcoholic beverages outdoors and in public areas is prohibited, except at scheduled events approved by the Office of the Dean of Students.

For the complete drug and alcohol policies, please refer to the Student Handbook.

Overview of Alcohol and Other Drugs Training Course

Alcohol and Other Drugs is an online course designed to educate students on the risks of the abuse of alcohol and other drugs and to teach successful strategies for handling dangerous situations related to these substances. The course features four modules: Your GPA, Your Brain, Your Peers and Your Life. Each section provides extensive, research-backed evidence of the detrimental effects alcohol and other drugs can have and how social skills and interactions can help reduce harm associated with these substances.

Possession, consumption or distribution of alcohol by any person who is under the age of 21 is prohibited. Possession, consumption or distribution of alcohol in any common space including but not limited to a hallway, stairwell, lounge or bathroom is prohibited.

Public intoxication is the appearance on campus or at a university activity in a state of intoxication. Facilitating, arranging or participating in any alcohol consumption activity that facilitates or encourages competitive, rapid or excessive consumption of alcohol regardless of age is prohibited. Examples include, without limitation, keg standing, alcohol luges and drinking games. Containers of alcoholic beverages over 40 ounces including but not limited to wine, beer, liquor, mini-kegs, beer balls, trash cans, tubs or punch bowls are prohibited. Individual possession of alcohol is limited to either one six-pack of beer or 40 ounces of liquor or wine per student who is at least 21 years old and is a resident of the room or apartment.

Displays of alcohol beverages, funnels, empty alcohol boxes or containers, or shot glasses are prohibited.

Definitions

**Drugs:** Compounds that are illegal except when taken under a doctor’s prescription for the individual named on the prescription. For the purposes of this policy, the term “illegal drug” shall mean amphetamines, LSD, cocaine, marijuana, opiates and any other drugs or substances deemed unlawful under applicable state or federal law.
Sexual Violence Prevention/Title IX

Policy

Consistent with the university’s nondiscrimination notice and the U.S. Department of Education’s implementing regulations for Title IX of the Education Amendments of 1972 (“Title IX”) (see 34 C.F.R. § 106 et seq.), Florida Institute of Technology (“university”) prohibits sexual harassment that occurs within its education programs or activities. For this policy’s purposes, sexual harassment includes quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence and stalking.

Administrators, faculty members, staff, students, contractors, guests and other members of the university community who commit sexual harassment are subject to the full range of university discipline, including verbal reprimand; written reprimand; mandatory training, coaching or counseling; mandatory monitoring; partial or full probation; partial or full suspension; fines; permanent separation from the institution (that is, termination or dismissal); physical restriction from university property; cancellation of contracts; and any combination of the same.

The university will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the university’s education programs or activities.

Overview of Sexual Violence Prevention/Title IX Training Course

International Students: Title IX Essentials for International Students is a reality-driven course designed to help international students better understand Title IX issues and how they relate to U.S. culture. Addressing crucial, real-world topics and featuring numerous real-life testimonials from current international students, this course is intended as an introduction for or supplement to other prevention education provided by your college or university.

Undergraduate and Graduate: Sexual Violence Prevention for Undergraduate Students is a reality-driven course designed to educate students about consent, healthy relationships, bystander intervention, as well as the realities of sexual assault, dating violence, domestic violence and more. Featuring student presenters and survivors, the course includes scenarios, testimonials and key advice for dealing with these crucial topics.

Definitions

Title IX of the Education Amendments of 1972: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Sexual Harassment: Severe, pervasive and objectively offensive conduct that effectively denies a person equal educational access.

Quid Pro Quo Harassment: Occurs when a campus employee causes a student to believe they must submit to unwelcome sexual conduct to participate in a school program or activity or causes a student to believe that the employee will make an educational decision based on whether the student submits to unwelcome sexual conduct. It doesn’t matter whether the student resists and suffers the threatened harm or submits to it and avoids the threatened harm for it to be considered sexual harassment.

Hostile Environment Harassment: Occurs when unwelcome conduct of a sexual nature that a reasonable person would find so severe, pervasive and objectively offensive denies someone equal educational access or creates an intimidating, threatening or abusive educational environment.

For the complete policy and all definitions, please refer to the Title IX website at floridatech.edu/title-ix/policies.
Safe Emailing

Policy

Students will be responsible for all communication from university administration, faculty and staff sent to your @my.fit.edu email address. It is important that all students check their email at this address on a daily basis. If you have another account that you want to forward your @my.fit.edu email to, you can follow the instructions for forwarding your email to do so.

Overview of Email and Messaging Safety for Students

Email is the primary means of attack from cyberperpetrators. This course provides an overview of cybercrime via email, and how to employ safe email and messaging practices to avoid and help prevent cyberthreats, attempts at fraud and identity theft.

WAYS TO MINIMIZE THE RISKS OF CYBERATTACKS

1. Keep software up to date
2. Run up-to-date antivirus software
3. Use strong passwords
4. Change default usernames and passwords
5. Implement multifactor authentication (MFA)
6. Install a firewall
7. Be suspicious of unexpected emails

Definitions

Email safety: The use of various techniques to keep sensitive information in email communication and accounts secure. These precautions are taken chiefly against unauthorized access, loss or compromise. It allows an individual or an organization to protect the overall access to one or more email addresses or accounts.

Cybersecurity: The art of protecting networks, devices and data from unauthorized access or criminal use and the practice of ensuring confidentiality, integrity and availability of information.

Cyberbullying/Cyberharassment: Bullying/harrassment that takes place over digital devices like cell phones, computers and tablets. Cyberbullying can occur through SMS, text and apps, or online in social media, forums or gaming where people can view, participate in or share content. Cyberbullying includes sending, posting or sharing negative, harmful, false or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

Cyberstalking: Cyberstalking is a form of online harassment in which the perpetrator uses electronic communications to stalk a victim. This is considered more dangerous than other forms of cyberbullying because it generally involves a credible threat to the victim’s safety. Cyberstalks may send repeated messages intended to threaten or harass, and they may encourage others to do the same, either explicitly or by impersonating their victim and asking others to contact them.
All social media sites have policies against harassment via their platforms.

**SNAPCHAT**
snap.com/en-US/community-guidelines

Snapchat prohibits bullying, harassment or hate speech of any kind. Snapchat prohibits accounts that promote or distribute pornographic content. Sharing another person’s private information and snaps of people in private spaces—like a bathroom, bedroom, locker room or a medical facility—without their knowledge and consent is not allowed. Encouraging violence or dangerous behavior is prohibited—never threaten to harm a person, a group of people or someone’s property.

**TWITTER**

You may not promote violence against or directly attack or threaten other people on the basis of race, ethnicity, national origin, caste, sexual orientation, gender, gender identity, religious affiliation, age, disability or serious disease. Twitter also does not allow accounts whose primary purpose is inciting harm towards others on the basis of these categories.

**INSTAGRAM**
facebook.com/help/instagram/477434105621119

Instagram wants to foster a positive, diverse community. Instagram will remove content that contains credible threats or hate speech, content that targets private individuals to degrade or shame them, personal information meant to blackmail or harass someone and repeated unwanted messages. It’s never OK to encourage violence or attack anyone based on their race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, religious affiliation, disabilities or diseases.

**FACEBOOK**
facebook.com/communitystandards/safety

Bullying and harassment happen in many places and come in many different forms from making threats and releasing personally identifiable information to sending threatening messages and making unwanted malicious contact. Facebook does not tolerate this kind of behavior because it prevents people from feeling safe and respected on Facebook.

**What to Do**

**Keep the evidence:** As soon as the harassment starts, compile evidence. This can include text messages, emails, screenshots, instant message conversations and anything else that can be acquired. Keep note of dates and times, as well. This will be useful if the cyberharrassment escalates or continues because law enforcement will need a record of events.

**Talk it out:** Being attacked in any way can be disturbing. Talking about it with someone trusted can help a victim gather courage to stop the behavior.

**Block them:** Block them immediately when the harassment starts. If they create new accounts, block those, too.

**Go private:** Many social media accounts allow users to go private, which means the user gains control of who sees what is shared online. Keep the profiles private until the bullies back off.

**Don't retaliate:** Though it might be tempting to give them a taste of their own medicine, this only opens up the victim up to more problems. Take the high road and ignore them.

**Report their actions:** Many sites will not tolerate bullying. Report the bullies to the site administrators, along with the evidence that has been compiled. Point out the sections of the terms of service that are pertinent.

**Contact the school:** Campus Security, Student Life and/or the Title IX Office should know about the harassment. Give them as much information as possible, even if the abusers are anonymous.

**Contact law enforcement:** If things escalate, go to local law enforcement and file a formal complaint.

affordablecollegesonline.org/college-resource-center/cyberbullying-awareness
Accessing the Training

ABOUT THE TRAINING: floridatech.edu/compliance-and-risk-management/compliance-at-florida-tech/training

ACCESSING DIRECTIONS: floridatech.edu/compliance-and-risk-management/compliance-at-florida-tech/training/how-to-access-training

1. In your email inbox, locate an email from no-reply titled “Complete your required Compliance Training Courses.” The email will be addressed to your name.

You will receive reminder notifications one to two times per month if you have incomplete compliance training courses.

2. Click on the blue button labeled “Access Required Training” in the body of the email.

You are required to login to the Vivid/HSI Online Training System using your TRACKS ID and Password to complete your assigned training, thus helping Florida Tech meet regulatory standards.
3. You will be prompted to enter your TRACKS ID and password to log in.

4. You will be redirected to your Vivid Learning training portal. Click on the “Continue to VividLMS Training & Certification” button.

5. You will be redirected to the list of your required training and optional training courses. To launch a course, click “Start” next to the course name.
6. The next page will list all the sections of that specific course. Click on the first “Launch” button to begin the course.

7. As soon as you complete the first section, you will be directed back to the section page, and you will see a green check mark under status for the section you completed. You must complete all sections in order to complete the exam.

Note: If you are past due for your training, you will continue to receive emails from Slate stating you are still required to complete compliance courses.

All students, student employees and employees are expected to complete compliance training courses within 60 days of notification.

If assistance is needed in order to complete this training, please contact the Office of Compliance and Risk Management. You may email compliance@fit.edu.
Title IX: Contact Us & Resources

The Office of Title IX
John E. Miller Office Bldg (401QAD)
150 W. University Blvd., Melbourne, FL 32901
321-674-8885 | TitleIXCoordinator@fit.edu

Florida Institute of Technology has designated a Title IX coordinator to coordinate compliance with and respond to inquiries concerning Title IX. A report of a violation of this policy should be made to:

Fanak Baarmand, Title IX Coordinator
321-674-8885 | fbaarman@fit.edu

For Title IX information and resources, please contact the Office of Title IX at TitleIXCoordinator@fit.edu

Title IX Resource Guide:
floridatech.edu/media/site-specific/wwwfitedu/title-ix/images/20210271_FINAL_Title-IX-Resource-Guide.pdf

Compliance Training: Contact Us

Christina Lind, Compliance Training Specialist
321-674-7563 | clind@fit.edu

Kelsey Garrett, Compliance and Risk Management, Administrative Assistant
321-674-7153 | kgarrett@fit.edu

Fanak Baarmand, Compliance and Risk Management Executive Director
321-674-8885 | fbaarman@fit.edu

Access Compliance Training website for additional resources:
floridatech.edu/compliance-and-risk-management/compliance-at-florida-tech/training

Access Vivid Support Link: support.fit.edu/vividlms
800-956-0333 | customerservice@hsi.com
Monday–Friday, 10 a.m.–8 p.m.

For additional technical informational and support, please contact IT at:
321-674-7284 | techsupport@fit.edu | it.fit.edu

Compliance Training: Resources

Safe Emailing
Office of Information Technology Cybersecurity:
it.fit.edu/information-and-policies/cyber-security

Drugs & Alcohol
Florida Tech Resources
Marijuana: interwork.sdsu.edu/echeckup/usa/mj/coll/index.php?id=FIT&hfs=false
Alcohol: interwork.sdsu.edu/echeckup/usa/alc/coll/index.php?id=FIT&hfs=false

Additional Resources
National Institute on Drug Abuse: drugabuse.gov
Alcoholics Anonymous: aa.org
Brevard Intergroup: aaspacecoast.org | 24-hour hotline: 321-724-2247
Narcotics Anonymous: na.org
SMART Recovery: smartrecovery.org