



**SUBJECT: Security of Management Information System**

**REFERENCE:**

**1. PURPOSE**

To designate responsibility for security and accuracy of institutional information systems.

**2. SCOPE AND APPLICABILITY**

All employees and students.

**3. DEFINITIONS**

**4. POLICY**

Data contained on the computer system is considered to be confidential. Accessing and/or sharing information from the institutional data base without authorization is considered a serious offense.

**5. BACKGROUND OR EXCLUSIONS**

**6. GENERAL PROVISIONS**

**7. RESPONSIBILITIES AND PROCEDURES**

**A. Responsibilities**

1. The Chief Technology Officer is responsible for developing, implementing and maintaining secure computerized data access.
2. All department heads have the responsibility to cooperate in maintaining security of all data., particularly those which relate to their area of administration.
3. All staff members authorized to access and/or write to the data base are responsible for the accuracy and security of the data contained within the database.



B. Procedures

1. When security and/or confidentiality of data files is breached by an employee, the matter shall referred to the employee's department head for correction and discipline. The matter must be resolved in a manner acceptable to the Chief Technology Officer and to the department head whose files have been improperly accessed or violated.
2. An employee who violates the security system by accessing confidential data without authorization will be subject to disciplinary action. Violation of the security system by an employee includes but is not limited to the following.
  - a. Obtaining a password(s) without proper authorization.
  - b. Helping an unauthorized person access confidential data or other information stored on the computer.
  - c. Allowing someone else to use their password to gain access to computerized information.
  - d. Sharing information from the data base with unauthorized personnel.
3. A student is considered to have breached the security system at any time he/she accesses any information contained on the administrative, financial, and/or student information system. A student's computer account, password and privileges may be suspended immediately. All violations will treated similar to that prescribed in the policy regarding academic cheating when the violation occurs within the scope of a class or a class exercise.

8. CANCELLATION

9. SIGNATURE

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President

Date

Attachments

Distribution

Revision Date

September 1, 2000