Information Technology Procedure (Revision – July 2021)  
Reference: Board of Trustees Policy 5001

**Audience and Scope**

Mohawk Valley Community College is committed to providing its employees, students and partners with current technology and computing resources and to protect them from illegal or damaging actions carried out, either knowingly or unknowingly, by individuals who use these resources. Therefore, to protect themselves and others, all MVCC employees, students, alumni, contractors, consultants, temporary employees, tenants, and guests (are defined as: end users) of MVCC are required to adhere to the established procedures related to all College Information Systems, including:

* MVCC owned and supported desktop and laptop computers.
* Non-MVCC computers used to access MVCC network resources.
* Voice and data networks, wired and wireless, that are owned and operated by MVCC, and any equipment directly attached to them (such as personally owned laptops, computers, tablets, smart phones, networking devices, etc.)

**Terms of Computing and Network Usage**

* It is expected that primary use is restricted to any activity that supports the Mission, Vision, and Purpose of the College. End users are responsible for exercising good judgment regarding personal use. If there is any uncertainty, employees should consult their direct supervisor, the Executive Director of Human Resources, or the Executive Director of Information Technology. MVCC desires to provide reasonable levels of privacy; however, users should be aware that all material and data they create on the College's systems may be requested and possibly disclosed under the Freedom of Information Law (FOIL) or by government subpoena.
* MVCC aspires to provide, but cannot guarantee, a high expectation of electronic privacy in use of its computing and networking systems. MVCC will implement anti-intrusion, anti-virus, anti-SPAM, and other appropriate systems to provide a secure and private computing environment.
* All information stored, processed, or transmitted by electronic devices may be monitored or legally disclosed to appropriate personnel, or law enforcement agencies. Any such monitoring or disclosure shall be conducted for a stated purpose and will expose confidential information as minimally as possible and only as needed for the stated purpose. The MVCC Executive Director of Human Resources must approve, in writing, the monitoring and/or dissemination of any individual’s e-mail communications, web/internet activities or stored data.
* Any information that is considered Personally Identifiable Information (PII) that college procedure indicates is sensitive or confidential must be appropriately protected as described within this procedure.
* MVCC reserves the right to block all Internet communications from sites, hosts or devices that are involved in disruptive or damaging practices, or that provide services that may expose the College to legal liability, or that are deemed to not meet the Mission, Vision or Purpose of the College.
* MVCC reserves the right to prioritize the allocation of network resources in times of peak resource demand.
* MVCC makes no warranties of any kind for the access being provided, and assumes no responsibility for the quality, availability, accuracy, nature, or reliability of the material accessed from the Internet.
* MVCC will not be responsible for any damages suffered by a user resulting from the use of the Internet. MVCC will not be responsible for any unauthorized financial obligations resulting from the use of the Internet.
* Authorized users are responsible for the security of their passwords and accounts and are responsible for any violation that may originate from their computer or account.
* Personally Identifiable Information (PII) or other sensitive data must not be stored on local hard drives or removable media (including but not limited to floppy disks, PDAs, flash/thumb drives, writable CDs, DVDs, portable hard drives, smart phones, or MP3 players).
* All devices connected to MVCC networks, whether owned by the employee or MVCC, shall have current anti-virus and operating system security patches installed.
* It is the responsibility of employees to physically secure their mobile devices. Any instances of theft of MVCC equipment must be immediately reported to the Executive Director of Information Technology and Public Safety for on-campus incidents. For off-campus incidents, it is the responsibility of the employee to immediately report the theft to the Executive Director of Information Technology and appropriate police agency. A copy of the police report must be filed with the Executive Director of Information Technology.
* MVCC reserves the right to audit networks and systems to ensure compliance with these procedures.

**Prohibited Practices**

The following is expressly prohibited:

* Activity that is illegal under local, state, federal or international law while utilizing MVCC-owned computers or networks.
* Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property.
* The installation or distribution of "pirated" software products that are not appropriately licensed for use by MVCC.
* The installation of “Bootable Devices” on any PC or Laptop.
* Unauthorized copying of copyrighted material including, but not limited to, digitized and distributed photographs from magazines, books or other copyrighted sources, copyrighted music or videos, and any copyrighted software for which MVCC or the end user does not have an active license.
* Misrepresenting one's identity or relationship to the College when obtaining or using College computers or networks.
* Exporting software, technical information, encryption software or technology that violates local, regional, international or export control laws.
* Introduction of malicious programs into the network or servers (e.g., viruses, worms, Trojan horses, phishing, etc.).
* Using an MVCC computing asset to actively engage in procuring or transmitting material that is in violation of anti-pornography, sexual harassment, libel, slander, or hostile workplace laws in the user's local jurisdiction.
* Using an MVCC computing asset for private commercial purposes or making fraudulent offers of products, items, or services originating from any MVCC account.
* Carrying out security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
* Port scanning or security scanning.
* Executing any form of network monitoring which will intercept data not intended for the employee's host device unless this activity is a part of the employee's normal job/duty.
* Circumventing user authentication or security of any device, network, or account.
* Interfering with or denying service to any user (for example, denial of service attack).
* Using any program/script/command, or sending messages of any kind with the intent to interfere with or disable a user's terminal session, via any means, locally or via the network.
* Providing information about, or lists of, MVCC employees to parties outside MVCC, unless within the formal approved scope of one’s job, or without approval from Cabinet.
* Using the College's email system (outside of MVCC Today) to solicit or advertise personal products, productions or other items or events not related to the College's stated mission, vision, and purpose unless the user has obtained prior approval from his or her direct supervisor.
* Any form of harassment via email, telephone, instant messaging, or other electronic means, whether through content, frequency, or size of messages.
* Unauthorized use or forging of email header information.
* Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
* Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
* Use of College equipment and communication systems by employees or other authorized users to attempt to influence legislation or in any other way lobby elected officials, except on behalf of SUNY or the College.
* Blogging that does not fall within the Mission, Vision or Purpose of the College.

**MVCC Network Access**

**Open Usage Computers:** Computers are available for use in Open Labs by all current MVCC students, staff, and Board of Trustees members. A valid MVCC ID Card may be requested for verification. Computer access is gained by one’s username and password.

**Teaching Lab Computers:** : Teaching Lab Computers are accessible to all MVCC students and faculty during a formal class period. Special hours of Open Lab time specific to the software / course being taught in the lab may be provided.

**Office computers:** Only active MVCC employees (excluding students), who hold a Network Account for access to the MVCC Domain are authorized to access faculty and administrative office computers, unless otherwise authorized by the area Dean/Supervisor or the Executive Director of Information Technology.

**Wireless Network Access:** Active Employees, active students, and Trustees are authorized to access MVCC Wireless Networks via their username and password. Using their own devices, guests of the college may request the guest account login at the Information Technology Help Desk.

**Physical Ports:** Active network ports may only be used by faculty or staff if arrangements are made in advance with the Information Technology Department. Under no conditions should a preexisting network connection be unplugged or plugged in without the approval of the Information Technology Department. Any non-domain device will be prompted for a network username and password.

**Operating Systems and Anti-Virus Updates:** MVCC owned computers, upon connection to one of the network domains, will have patches and updates automatically downloaded and installed.

**Access to Administrative Data**

Banner / Degree Works / Argos / OnBase Accounts (Administrative Data)

Employees with an MS-Windows Network Account (on the MVCC Domain), with “Administrative Data Supervisor” approval (or appointed designee), are authorized to access administrative data in which they have a legitimate business interest.

Administrative Data Supervisors are defined as follows:

* Student – Registrar
* Advisement (Degree Works) – Registrar
* Admissions – Director of Admissions
* Finance – Controller
* Payroll – Controller  Student Accounts Receivable – Controller
* • Human Resources – Director of Human Resources
* Advancement – Executive Director of Institutional Advancement
* Financial Aid – Director of Financial Aid
* Banner General – Information Technology Database Administrator

**Access Review** **–** On a yearly basis a report of all individuals who have access to MVCC Administrative Systems and Data will be provided to the Administrative Data Supervisors for their review. Any irregularities in access rights must be reported to Information Technology Database Administrator for corrective actions.

**Self- Service Banner (“SIRS”) -** - Upon departure from the college, employee access to SIRS will be disabled. Any requests to access SIRS after an employee leaves the college will need to be made through Human Resources.

**MVCC Network and Email Accounts**

The following individuals are authorized to hold active Network and Email Accounts:

• Current employees and students of MVCC

• Members of the MVCC Board of Trustees

• Others as approved by the appropriate MVCC Presidential Cabinet Level or the Executive Director of Information Technology.

**End-User Accounts – Storage Quotas**Active employees and students are allocated 50GB of email storage and 1TB of file storage.

**Employee Email Address Format(s)**  
The standard email address format is: firstname.lastname@mvcc.edu (john.doe@mvcc.edu) or firstinitialandlastname@mvcc.edu (jdoe@mvcc.edu) as determined by the employee's name on file for HR/Payroll purposes. Employees may request that a “preferred first name” be used in the email format in lieu of first name via application in the Human Resources Department.

Employee Network Accounts  
Employee network accounts, including email, accounts shall be disabled upon departure from the college. At the supervisor’s request, incoming emails to the employee’s account will be forwarded to a designee specified by the employee’s supervisor.

Disabled accounts will be removed from the active directory.

Employee SIRS Accounts  
Employee SIRS account access shall be disabled upon departure from the college. Requests to reinstate accounts for document retrieval purposes will be handled by Human Resources. Upon approval, the account will be reinstated for a period of 48 hours.

Student Email Address Format    
The standard student email address format is: firstinitial.lastname”birthday day of month”@student.mvcc.edu (jdoe02@student.mvcc.edu). Students may request that a “preferred first name” be used in the email format in lieu of first name via application in the Office of Records and Retention.

Student Network Accounts  
Student network accounts, including email, accounts shall be automatically disabled one year after the end date of the last attended semester, if the student is not scheduled. Disabled accounts will be removed from the active directory.

Student SIRS Accounts  
Student SIRS account access shall be disabled one year after the end date of the last semester the student attended.

Password ProtocolAll passwords must meet the following standards to be considered a valid and “strong password”:

* A minimum of 8 characters
* May not contain User/Login Name
* Must contain the following two characteristics:
* At least one upper case character.
* At least one numeric

Password ExpirationExisting passwords will automatically expire after 180 days of creation. End-Users will be required to specify new passwords and may not repeat previously used passwords.

Account Security  
A user has three opportunities to enter a correct password. If s/he does not enter the correct password after three tries the account will be locked and s/he will be prompted to contact the Information Technology Helpdesk for a reset.

Sharing Account Information    
A user should not share his/her account password with others or allow use of his/her account by others, except for the Information Technology Department for the purpose of software troubleshooting or installation.

Generic Accounts Creation of generic accounts shall be considered an exception to security best practices and will only be done with the approval of the Executive Director of Information Technology.  Generic accounts require a designated employee that will be responsible for the account.

Locking MachinesFor security of data, end-users must “lock” their computers when leaving their workstations to prevent unauthorized access.

Connecting Personal Equipment to the Network

The network will be configured to only allow personal equipment that is up-to-date, including virus protection to connect to the WiFi.

VPN    
VPN is available for active employees who are approved to work remotely. VPN will only be installed on MVCC owned devices. VPN utilizes multi factor authentication, this requires a separate device for the app.

All remote work requests must be approved by the appropriate supervisor, Human Resources, and the Executive Director of Information Technology. All reasonable software, hardware, security, and support considerations will be provided upon approval of such requests; under the assumption that telecommuting is considered a courtesy and not a mandated employee right.

**Change of Job Duties**If an employee changes jobs within the College, access to computer network resources related to their old job will be removed. If access from their former job is still needed, written authorization must be obtained from the supervisor for the former job.

If an employee changes jobs, and the new job requires access to new Administrative Systems/Data, changes in access must be approved by the appropriate Administrative Data Supervisor(s).

**Data Access Privileges**

**Shared Folders** Individuals will be granted access to shared folders upon approval from the folder’s owner.

**Domain Top Administrator Account Privileges**MS-Windows Domain Administrator level access to computer and network systems shall be granted only to specific Information Technology Department personnel as authorized by the Executive Director of Information Technology.

**Sensitive Data/Privacy**Sensitive/Private data is defined as any data that could provide access to personal information of an individual or institution. Such data includes, but is not limited to, documents and files that may contain Personally Identifiable Information such as financial, human resources, payroll and student information documents and files.

Personally Identifiable Information (“PII”) is defined as any of the following:

* First, Middle, Last Names
* Social Security Number
* Passport Number
* Employee or Student Identification Number (M#)
* State or Federally Issued ID numbers (e.g., driver’s licenses).
* Date of Birth
* Maiden Name
* Mother’s Maiden Name
* Credit Card or Financial Account Information
* Results of background or criminal history checks
* Payroll and salary information
* Medical Information
* Accommodation requests and related information
* Biometric data (such as fingerprint, voice print, retina, or iris images)
* Digital or other electronic signature files.

PII data should never be stored on local hard drives or external storage media.

**External Transmission of Sensitive data**Sensitive data must never be transmitted outside of the College system via insecure means, including email and File Transfer Protocol (FTP). The Information Technology Department shall provide secure email and file encryption resources to employees and/or departments for strict compliance of HIPAA and FERPA Privacy Regulations.

**Faculty/Staff Standard Software**

* MS-Windows
* MS-Office
* MS-Outlook
* Anti-Virus/Anti-Malware

Employees should contact the Information Technology Helpdesk to arrange for custom software installations. Installation of specialized software is at the discretion of the appropriate supervisor and the Executive Director of Information Technology. Employees are not permitted to perform their own installations without the authorization of the Information Technology Department.

* Personal software shall not be installed on college owned devices.
* Information Technology makes no warranties for the recovery of data stored on local storage devices.
* Employee data should be stored on the allocated network storage (M-Drive or H-Drive).

**Academic Labs Software**

* MS-Windows
* OSX (Mac)
* MS-Office
* MS-Outlook
* • Anti-Virus/Anti-Malware

Customized software installations in Academic Labs will be configured over summer and holiday breaks to meet the specific curriculum needs. Modifications to customized software in Academic Labs will not be performed after the start of each semester’s classes unless authorized by the Executive Director of Information Technology.

**Computer Enegy Management - Best Practices**

* All employee computers should be “shutdown” at the end of the workday.
* When two (2) hours or more of inactivity is expected, the computer should be shut down or placed into hibernation or standby mode.
* Hard drives should be configured to turn off after 30 minutes of inactivity.
* Computer monitors should be configured to enter power-saving mode after 20 minutes of inactivity.    
  Screen savers should not be configured.

**College Issued Laptops**  
Fulltime faculty members may choose to be issued either a desktop computer or a laptop. Part time employees may request a loaner laptop from the Information Technology Helpdesk (pending availability).

Fulltime non-teaching staff may request a laptop in lieu of a desktop with a justification that their job requires mobility of their computer.

Upon termination of employment from the College, College-issued laptops must be returned to the Information Technology Help Desk as part of the overall College checkout procedure.

If a fulltime faculty member (with a previously issued laptop) moves to part-time employment status, that employee shall relinquish the laptop to the Information Technology Helpdesk.

**Mobile Devices Connecting to MVCC email System**

Up-to-date personal cell phones and/or other employee-owned mobile devices may connect to the MVCC Email System(s). The Information Technology Department will provide the needed credentials for the connection. The selection, purchase, updating, and configuration of personal cell phones are the responsibility of the end-user.  The Information Technology Department will provide reasonable levels of assistance for mobile devices but assumes no liability for their ability to connect and function with MVCC Systems in cases of non-compliant software and hardware.

**Damaged Equipment**Damage to College-issued equipment (laptops, desktop computers, etc.) must be reported to the Information Technology Department Helpdesk. Attempts will be made to repair the equipment; and as required, equipment will be replaced. In the case of damage due to negligence, replacement will not occur until the Executive Director of Information Technology has documented the damage with the appropriate supervisor. Any repayment of replacement costs or other corrective action is at the discretion of the supervisor and the Executive Director of Human Resources.

**Microsoft Office Software for Home Usage**  
With an MS365 account, active employees can login from any location.

**Disposal and Inventory of Computer Equipment**

* At periodic intervals or due to computer obsolescence, campus computers (in offices and academic labs) will be removed and/or replaced by the Information Technology Department.
* The Information Technology will evaluate all equipment to see if it can be used for another College application.
* Information Technology will arrange for the removal of all data from the machine using a hard drive wiping application or degaussing prior to final disposition.
* If appropriate, the Business Office will coordinate the sale or public auction of surplus computers/equipment.
* If old computers are deemed no longer usable, operational, or not fit for public sale or auction (by the Information Technology Department), the Environmental Health and Safety Officer will coordinate with a NYSDEC authorized recycling vendor for removal from the College physical inventory and proper disposal.
* Items to be disposed will be recorded with item description, College asset tag number and item serial number.
* A summary list of equipment to be disposed will be approved by the Executive Director of Information Technology and the Vice President for Administrative Services prior to disposal. Appropriate updates to the Fixed Assets Module in Banner will also be maintained.
* Per requirements of the New York State Office of the State Comptroller, the Environmental Health and Safety Officer will retain all certificates and detailed disposal invoices.
* Equipment will be stored in a secure area prior to its disposal.
* A yearly report of computing assets will be submitted to the Vice President for Administrative Services for insurance purposes.

**Data Privacy and Software Use**  
Any person having data representation in a college database has the right to data privacy. There are specific federal and state legal rights involving personal data access, manipulation and dissemination that are afforded to everyone. They address:

* • Right of access - "legitimate interest" required in the normal conduct of business
* • Manipulation - being accomplished with full knowledge and consent of the file or account owner
* • Dissemination of data - only to persons or agencies having a "need to know"

In addition, students have specific rights under the Family Educational Rights and Privacy Act of 1974 including access to their data by themselves and their families. College procedure governing the implementation of the provisions of this Act is detailed in the Student Handbook (“Release of Student Information"). In general, student educational records should be accessible to college faculty and staff when they have a "legitimate educational interest in the data". Personally identifiable information can only be released to other persons or agencies within the limitations described in the procedure.

Data privacy restrictions also apply to the creation and release of student data in response to special external requests outside normal college operations.

They specify that:

* Release of student data must conform to the provisions of the Family Educational Rights and Privacy Act. If there is doubt regarding this, please contact the Registrar.
* Use of the data must have a legitimate educational basis. If in doubt, please contact the Vice President for Learning and Academic Affairs.
* Creation of special lists or reports must not unduly interfere with college operations.

Data requests are handled by the Information Officer, the Vice President for Administrative Services.

There may be a charge for creation of special lists and reports. The current College charge is $50 per hour for computer personnel and computer time to produce the material plus 10 cents per page for the printout. The rates may be changed by the Vice President for Administrative Services.

**Violation and Enforcement**  
Individual users are responsible for any violation of any of these procedures that may originate from their computer(s) or account(s). Violations of these procedures may result in disciplinary action, including suspension of privileges, termination of employment, and civil liability. Violations of some portions of this policy may constitute a criminal offense and may result in the engagement of appropriate law enforcement authorities.

**Periodic Review**    
These procedures shall be reviewed by the Executive Director of Information Technology and the Vice President for Administrative Services on a yearly basis.

In addition to the Mohawk Valley Community College Information Technology Policy and Procedure the College is required to follow the SUNY Information Security Policy.

The [Mohawk Valley Community College Incident Response Policy](https://www.mvcc.edu/governance/pdfs/Suny-MVCC-Incident-Response-Policy.pdf) and [Information Technology Incident Response Plan](https://www.mvcc.edu/governance/pdfs/MVCC-Information-Technology-incident-Response-Plan.pdf) have been developed under the SUNY Incident Response Policy.