PELLISSIPPI STATE COMMUNITY COLLEGE

POLICY 08:13:01
COMPUTER USAGE

I. Employees are responsible for the protection of information on college-owned computers assigned to them. No sensitive or other work-related information may be stored on the local hard drive of any desktop computer. All sensitive and work-related files must be stored on a network drive. Network drives are backed up routinely by Systems and Operations, and network drives are protected by appropriate security controls.

II. When computer information needs to be shared, it must be placed on a server that is protected by a unique password per user. Users must not share passwords.

III. The College has a site license for personal computer virus protection, and it is the responsibility of the user to scan his/her systems for possible viruses. It is the responsibility of each user to make sure that the virus protection software is loaded, routinely updated and operational on his/her systems. Personal software is not supported on college-owned machines.

IV. All laptops and peripheral storage devices such as thumb drives must be encrypted. All mobile devices that access college e-mail or FERPA information must have a passcode.

V. All college-owned mobile devices must be registered with Information Services.

Approved: President's Council, November 14, 1994
Approved: President Allen G. Edwards, December 17, 2001
Approved: President Allen G. Edwards, May 3, 2004
Reviewed/Recommended: President's Staff, February 16, 2009
Approved: President Allen G. Edwards, February 16, 2009
Reviewed/Recommended: President's Staff, August 17, 2009
Approved: President Allen G. Edwards, August 17, 2009
Reviewed/Recommended: President's Staff, March 22, 2010
Approved: President Allen G. Edwards, March 22, 2010
Reviewed/Recommended: President's Council, May 19, 2014
Approved: President L. Anthony Wise, Jr., May 19, 2014