

## Purpose

The purpose of this policy is to establish the parameters for guidelines for the creation and maintenance of a secure information technology systems infrastructure, protect the confidentiality and integrity of electronic information, the privacy of system users, and ensure compliance with applicable state and federal laws.

## Scope and Applicability

This policy applies to all persons and organizations accessing or using the information technology facilities and resources, including databases, owned, leased or administered by the College and/or the Tennessee Board of Regents.

This includes but is not limited to:

- Faculty, including adjunct faculty and temporary full-time faculty
- Staff, including full-time, temporary part-time and other contracted employees
- Students
- Third party vendors that have been granted access to any college information technology resources
- Guests of the college who have been granted access to any college information technology resources
- All other parties with access to college information technology resources

## Policy

Pellissippi State Community College is responsible for providing a secure and reliable campus network to ensure the confidentiality, integrity, and availability of technology and data. This is accomplished through the development and implementation of compliance standards which address security requirements and expectations for acceptable use of computer systems, including the wireless network and by limiting access to data network connections that are not in compliance.

Leadership for developing college-wide information technology policies and guidelines shall be the responsibility of the College's chief information officer (CIO). The CIO will work with Information Services staff and other College officials to develop, adapt, and administer the information technology resources of the College utilizing methods and procedures that promote operational efficiency and the advancement of learning.

Policies and guidelines shall be developed that articulate system-wide standards, procedures, and practices for key information technology processes. They will address, but not be limited to, protection of personally identifiable information, acceptable use of system information technology resources, password requirements, timeliness of system maintenance activities, and access controls.

The College shall review industry best practices and, to the degree appropriate and applicable, incorporate best practice into information technology guidelines.

All purchase requisitions for computer hardware, software, and cloud services must be accompanied by an IT Purchase Approval form. The form is linked inside the purchasing platform and the college portal. The person completing the form should provide the relevant information about the requested item(s) including:

- name and description,
- purpose,
- proposed location (s),
- identification of any new network connections required,
- identification of any new data connections or integrations required (for example, data from the enterprise resource planning (ERP) system software or user authentication.)

The vice president of Information Services must approve all purchase approval forms. Approvals from other departments may be required depending on the hardware, software or service being requested. Appropriate quotes will also be required for purchases of equipment and software from contracted vendors.

All College information technology policies and guidelines will adhere to [Tennessee Board of Regents Policy No. 1:08:00:00](#).

Reviewed/Recommended: President's Council, September 9, 2019

Approved: President L. Anthony Wise, Jr., September 9, 2019

Reviewed/Recommended: President's Council, September 14, 2020

Approved: President L. Anthony Wise Jr., September 14, 2020