The College believes that electronic information security and integrity must be ensured. As a result, the College documents and implements processes governing electronic accounts, software licenses, and IT security.

Purpose
To ensure Information Technology Security for the protection of all users and that all software is appropriately licensed.

Responsibility
The table below describes responsibilities for this policy:

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>All users</td>
<td>Use electronic accounts responsibly and only for NTC purposes</td>
</tr>
<tr>
<td>All employees</td>
<td>Use only licensed software</td>
</tr>
</tbody>
</table>
| IT Department    | Insure IT security  
|                  |   o insure proper user identification when returning hardware to users and for all password changes.  
|                  |   o insure all server based data is properly secure and backed-up.  
|                  |   o use any/all means necessary to keep all users and all data secure from viruses and hackers.  
|                  |   o insure all computers which access the network have virus protection |

Supporting References
Listed below are college document(s) that support this policy
5240-2-01  Electronic Accounts Process
5240-2-02  ISRS Accounts Process
5240-2-03  Software License Process

Compliance References:
Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).
MnSCU Policy 5.22 Acceptable Use of Computers and Information Technology Procedures 5.22.1 - Part 4 - Subpart B - Item 4