DIN: **5240-1-01**
Title of Policy: **Information Technology Security Policy**

Policy

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:

Group/Individual	Responsibility
All users	Use electronic accounts responsibly and only for NTC purposes
All employees	Use only licensed software

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

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