

Policy

Student Access to Administrative Information Systems

- Date:** September 19, 2006
- Purpose:** To restrict student access to administrative computing systems, workstations and networks.
- Scope:** All students, faculty, and staff at Otis College.
- Discussion:** Administrative computing systems store most of Otis College's confidential / sensitive data. These data must be protected in order to comply with local / state / federal regulations such as FERPA, HIPPA, SB 1386, and Gramm-Leach-Bliley. It is the responsibility of the College to maintain and ensure the security of these data. Only authorized employees of the College may be granted access to these data. The phrase "authorized employees" does not automatically include student employees. Although we place great trust in our student employees and believe that they will not abuse any privileges that we might grant them, they do represent a security risk and therefore must not be allowed any type of access to these sensitive data.
- Note: Students will not be given access to employee workstations. These workstations are on the administrative subnet and allow students access to the flow of sensitive data and administrative computing systems. Also, these workstations may contain sensitive data that must be safeguarded.
- Details:** The following procedures will be used to ensure that students do not come in contact with sensitive administrative data:
1. Students **will not** be given an account on the main administrative central computer systems.
 2. Employees of the college **will not** allow students access to the central computer systems via the employee's account.
 3. Students **will not** be given access to employee workstations that are either on the administrative subnet or store sensitive data.
 4. Any workstations set up for student use will not be connected to the administrative network.
 5. Any employee that knowingly allows a student access to these systems will be **subject to disciplinary action up to and including termination of employment.**
- Exception:** If it is absolutely necessary for a student employee to have access to administrative workstations, the administrative network and/or central computers, then a [formal request](#), in writing, must be submitted to the Chief Information Officer by the head of the requesting office. If it is determined by the Chief Information Officer, after talking with the department head, that it is necessary for that student employee to gain access to administrative resources, then only minimal access will be granted. The head of the requesting office and the Chief Information Officer will meet and establish the minimal access needed for the student employee to accomplish their jobs. Final approval will be given by the Vice President of Administration and Finance. Once approved, the student will be required to sign a [confidentiality agreement](#) before the account is created. Accounts will only be active the semester in which they are created.
- Revisions:** 9/19/2006 - Created and Adopted