

IT Policy Common Provisions

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I. Introduction

Information Technology policies, standards and procedures promote consistency, efficiency and effectiveness in delivering secure IT services in support of the CCC educational mission.

IT Policies delineate institutional requirements regarding what should be done. Implementation of policies require standards and procedures to become successfully operational. In this way, policies shape our day-to-day business practices.

IT Standards provide specific guidance about how things need to be done. Standards specify technical architectures and operational requirements. Standards and guidelines change as technology and the institution's technical architecture changes.

IT Procedures are detailed, step-by-step instructions for performing specific tasks which implement the policy in the context of established standards. Procedures change in response to changes in standards or in response to events which indicate shortcomings in established procedures.

Compliance with IT Policy is mandatory. Every CCC staff, faculty, and student should understand and follow CCC policies. Failure to follow a policy can result in disciplinary action up to and including termination. Special approval from an appropriate CCC authority must be granted for

exceptions to approved policies. Policies may change over time in response to the changing needs of the institution.

II. Purpose

Information Technology Policy provides the framework for the development and implementation of the CCC system-wide IT Services and the Information Security Program. This document details the general provisions, responsibilities, etc., which are applicable to all specific IT policies unless otherwise noted.

III. Organization of Policies

IT Policies are clustered into several policy areas for organizational purposes. These policies should be viewed as an integrated whole, rather than as individual unrelated policies.

IV. Scope

IT Policy applies to:

- All IT resources owned or managed by the CCC
- All IT resources provided by the CCC through contracts and other agreements with the CCC
- All users and uses of CCC IT resources

IT resources are not isolated to computerized records but include information on any media including but not limited to electronic, magnetic, optical or paper media.

In support of IT Policies, standards and procedures shall be developed, published and maintained. Where IT Standards and Procedures do not exist, each college is responsible for policy implementation.

IT Standards and Procedures can be extended by the colleges with more restrictive requirements but the extensions must be consistent with all higher-level standards and procedures and may not invalidate, diminish or oppose such higher level standards and procedures.

VI. Responsibilities

Chancellor

IT Policies are issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee (ITPC).

Information Technology Policy Committee (ITPC)

The ITPC is a high-level, representative policy committee that is charged with reviewing and recommending to the Chancellor all policies related to CCC IT resources.

CIO Management Advisory Committee (CIO/MAC)

The CIO/MAC is a standing management-level advisory committee charged by the Chancellor to review, discuss, refine and ultimately approve, key operational strategies for addressing enterprise network infrastructure, information security, and other strategic IT initiatives as deemed appropriate.

Information Security Program Office (ISPO)

The Information Security Program Office (ISPO) is responsible for the development, implementation and maintenance of a comprehensive Information Security Program for the Connecticut Community Colleges. This includes security policies, standards and procedures which reflect best practices in information security for higher education.

VII. General Provisions

1. Access to IT Policies

The office of the Chief Information Officer (CIO), in consultation with ITPC, will provide an information framework in which IT policies, standards and procedures will be [generally accessible to the CCC community](#) for review and reference.

2. Policy Interdependencies

The CCC is an agency within the State of Connecticut and is required to comply with state regulations, such as No Expectation of Privacy and Record Retention Schedules. The CCC is also required to comply with federal regulations, such as Federal Education Rights and Privacy Act (FERPA). Each organizational layer includes interdependencies in the development and implementation of CCC Policies, Standards and Procedures.

CCC Policies, Standards and Procedures may extend state and federal requirements but cannot contravene them without explicit exceptions stated in the higher-level policies.

3. Policy Authority

The Chancellor has been granted the authority to promulgate IT policies by Board of Trustees (BOT) in the [BOT Information Technology Resources Policy, Section 2.8.1](#)

4. No Expectation of Privacy

There is no expectation of privacy in the use of CCC IT resources. The CCC reserves the right to inspect, monitor and disclose all IT resources including files, data, programs and electronic communications records without the consent of the holder of such records. [State of CT Electronic Monitoring Notice](#).

5. Access Restrictions

Use of CCC IT resources may be wholly or partially restricted or rescinded by CCC without prior notice and without the consent of the user under conditions such as

- when required by and consistent with law

- when there is reason to believe that violations of law or the CCC policies have taken or may take place
- when there are compelling circumstances

Restriction of use under such conditions is subject to appropriate procedures or approval of Appropriate CCC Authority.

6. Violations of Law and Policy

The CCC considers any violation of IT policy to be a serious offense and reserves the right to copy and examine any files or information resident on CCC IT resources to ensure compliance. Violations of IT policy should be reported to the appropriate CCC authority.

Sanctions of Law

Both federal and state laws prohibit theft or abuse of IT resources. Abuses include but are not limited to unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of IT resources. Violations of law may result in criminal penalties.

Disciplinary Actions

Violators of IT Policy may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

VIII. Exceptions

The only exceptions to this policy and related IT policies, are noted within the policies found here.

IX. Disclaimer

CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.

X. Notice to Users

As laws change from time to time, IT Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of the IT Policy.

XI. Revision History