

SUBJECT: NETWORK SECURITY

DATE: July 1, 2006

STANDARD: Access to the NSCC Network, servers, and the Internet is permitted when authorized in writing using the "Employee Service Access Authorization" form. Access to the Banner ERP system is permitted only when authorized in writing using the Banner "Screen Security Access Form." Users are responsible for providing physical security for their computers when signed on, and for assisting Computer Services in preventing unauthorized access to the system.

PROCEDURES:

1. When aware of actual or attempted unauthorized accesses to the network, Computer Services personnel will identify the line and person in violation and will notify the appropriate departmental manager. If repeated violations are attempted, the line will be disconnected or sign-ons deleted until appropriate action can be completed.
2. Unit managers are also responsible for notifying the Computer Services Help Desk when an employee is separated from the College so that access may be promptly removed. They should encourage the preservation of physical security of terminals assigned to their areas.