

Lackawanna College Information Security Policy

PURPOSE: The purpose of this policy is to establish data protection and Information Security Policy for Lackawanna College's computer and network resources.

SCOPE: The policy applies to all persons accessing electronic and technology resources provided by Lackawanna College and includes:

- All computer hardware, software, communications equipment, networking equipment, associated storage and peripherals that are connected to any Lackawanna College information resource.
- All computer hardware, software, communications equipment, networking equipment, associated storage and peripherals that store or transmit information that belongs to Lackawanna College.
- All data, information and intellectual property that may be transmitted over or stored on any Lackawanna College information resource.
- Any paper reports, books, films or any media containing information, data or intellectual property that is the property of Lackawanna College.

This policy is a guideline and should not be considered as an exhaustive list of all situations that would constitute violation of general policy.

POLICY/PRODEDURE

- Users are responsible for computing activity that takes place on their account(s). Account holders are responsible for using their account in an appropriate manner. This includes safeguarding passwords, protecting confidential data, and following security policies. Unauthorized use of another individual's account is prohibited.
- Any information that users consider sensitive or vulnerable should be encrypted.
- In order to protect the College network, management may access or monitor data stored on any network device belonging to Lackawanna College.
- Information created using or stored on College computer systems are subject to the Lackawanna College Copyright Policy which covers copyright issues pertaining to faculty, staff and students. See www.lackawanna.edu/technology/policy/copyright_policy.pdf
- Employees, students and faculty are responsible for exercising good judgment regarding the reasonableness of personal use of Lackawanna College computing resources and are subject to all college policies.
- For security and network maintenance purposes, authorized individuals within the College may monitor equipment, systems and network traffic at any time.

- Lackawanna College may review information contained in backups in conjunction with its data integrity and safeguarding activities or as part of an official investigation.
- Lackawanna College may audit networks and systems on a periodic basis to ensure compliance with this and other industry standard policies.
- Lackawanna College may take emergency action to safeguard the integrity and security

Response and Recovery:

- In the event of an information security compromise the Director of Information Technology shall be sent notification immediately and the IT Department will work to mitigate the threat. Additionally, The Director of Information Technology will brief appropriate employees as well as senior management. In the event of an attack, the primary goal will be to protect confidentiality and integrity of its data even if this means an interruption in service to customers. If a system is compromised, it shall (at a minimum) be reformatted, rebuilt and passwords changed. A post-attack analysis shall be completed to determine long-term corrective action and an after-action

Violations:

Lackawanna College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access or abuse while making it accessible for authorized and legitimate users. By using any of Lackawanna College's electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable college policies, local, state, federal, and international laws and regulations.

If a user feels that they are a victim of computer abuse, harassment, malicious behavior, spamming, or unauthorized account access they should report incidents to the Public Safety Department.

If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may face disciplinary charges as defined in the Student Code of Conduct and/or legal action.

All users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of Lackawanna College's computing facilities may result in legal action by the proper authorities. If such an event should occur, this organization will fully comply by providing any information necessary for the litigation process. While we cannot be

responsible for the actions of individual users, it is understood that Lackawanna College will make every effort to ensure compliance with established laws.