



Opportunity Lives Here

## Southern Virginia Higher Education Center Policy

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**Policy # 5102**

**Policy Title: INFORMATION TECHNOLOGY (IT) ACCESS  
CONTROL POLICY**

**Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)**

**Date of Current Revision or Creation: March 4, 2008**

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### **A. PURPOSE**

Access to the Southern Virginia Higher Education Center (SVHEC) information technology resources is granted carefully to balance the need to provide unhindered access to information assets while preventing unauthorized access.

### **B. AUTHORITY**

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. SVHEC policies
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## C. DEFINITIONS

Access – The ability and means necessary to store data in, retrieve data from, to communicate with, or to make use of any resources of an IT system.

Authorized Person – A person who as established a need and received the necessary authorization to store and retrieve data.

IT Resources – Computers, telecommunication equipment, networks (wired or wireless), databases and data processing systems, Internet, SVHEC SharePoint, printing, management information systems, and related information, equipment, goods and services.

## D. SCOPE

This policy applies to all colleges and universities offering programs and courses at the SVHEC and those agencies offering services to students of the SVHEC. SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website, [www.svhec.org](http://www.svhec.org).

## E. POLICY STATEMENT

The Southern Virginia Higher Education Center will provide its member institution's staff, faculty, students, and other individuals sponsored by the SVHEC or its members, with access to the information they need in order to carry out their responsibilities in as effective and efficient manner as possible.

1. Access to private information will be limited to authorized persons whose job responsibilities require it, as determined by an appropriate approval process, and to those authorized to have access by state or federal law.
2. Access is given through the establishment of a unique account in accordance with an account request. Exceptions to this policy include non-networked, stand-alone personal computers, public access computers, and those student labs where individual student accounts are not required.
3. Users are expected to be familiar with and abide by SVHEC policies, standards, and guidelines along with applicable policies, standards, codes, and guidelines of member colleges/universities or organizations.
4. Every user must maintain the confidentiality of information assets even if technical security mechanisms fail or are absent.
5. Users are obligated to report instances of non-compliance.

6. It is in the interest of the SVHEC that Virginia is in the forefront of development and implementation of technology. For that reason, this standard shall not be construed to hamper the pursuit of the mission of the SVHEC in instruction and research.
7. The SVHEC reserves the right to amend this policy as necessary at any time to further define the use of IT resources.

## **F. RELATED INFORMATION**

N/A

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately.

**POLICY HISTORY**

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**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

**Executive Director – Provisional Approval of Policy:**

Betty A. Cole

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

**Board of Trustee – Approval of Policy:**

\_\_\_\_\_  
Chairman's or Designee's Signature

\_\_\_\_\_  
Date

**Policy Revision Dates: February 17, 2014**

**Scheduled Review Date: February 2019**

