

ACCESS TO INFORMATION TECHNOLOGY RESOURCES POLICY

ELIGIBILITY

Hibbing Community College's (HCC) Information Technology (IT) resources are defined as Computer Hardware, Software, Telephone Networks, Cable Television, Wireless Networks, Wired Networks, Network Services, and other resources.

Access to IT resources is enabled through a username and password that is provided to faculty and staff by the Computer Services department after they have begun employment. Supervisors must request a username and password for new employees in their respective departments.

Passwords for Faculty and Staff are created on a case-by-case basis.

There is a form available for requesting new accounts located in the Mail Room, or one can be printed from the HCC website (www.hibbing.edu).

Access to resources is granted to students through an automated account generation procedure that is run at the beginning of each semester. Each student is assigned a username based on the first letter of their first name, the first four letters of their last name, and the last three digits of their student ID.

For example, John Smith with an ID of 00001234 would have an account name of "jsmit234".

Student's passwords are generated based on their date of birth. Students that did not provide a date of birth to the college, or a student that lacks a birth date in the appropriate field in ISRS will not receive an account automatically. They will have to request one through the Computer Services department.

Computer Services will not generate accounts for students that have not provided all of the appropriate information to Student Services.

Passwords that are forgotten can be reset through a request to Computer Services. Students must be able to prove their identity through a US government recognized form of ID and their Campus ID card. When Faculty or Staff members need a password reset, they must request it themselves to the Computer Services department. Supervisors can also request a password change in lieu of the Employee.

EMPLOYEES

Access to IT resources is granted to employees of Hibbing Community College upon hire, and a request from the respective department head.

Access is revoked immediately upon the end of employment at Hibbing Community College. This includes the revocation of access to both the HCC domain, and the HCC email system. Requests can be made to allow for access to these accounts after departure, the result of which will come from a meeting between the campus Data Security Officer and the head of that respective department.

If an employee requests an extension on their email account, they must create a rule that will send an auto-reply to each incoming email stating that they are no longer a college employee, and that any email sent from that account does not reflect the college or its opinions in any way.

If the employee is leaving on less than favorable terms, a supervisor or administrator of the college can request IMMEDIATE termination of access.

All email stored in an employees email box is the property of the State of Minnesota and can be accessed by their supervisor at their request. It will be the decision of the department head regarding what should be done with email stored in an ex-employee's mailbox.

It will also be the ex-employees supervisors' decision on what to do with any data stored in the employee's home directory. It will be their decision on weather to move it to another person's home directory, or to the employee that will be filling the position.

STUDENTS

Access to IT resources will be granted to each student upon their entry into the ISRS system, and an account synchronization process has completed. This can take up to two business days. Students can also request access through the Computer Services department.

Student's who are currently engaged in the Student Technology Assistant's (STA) or Work-Study programs are eligible to receive access to other campus IT resources that regular students may or may not have access to, depending on their role at HCC.

Removal of student accounts will commence upon the termination of the final semester in the year. Student email accounts will be removed at the same time. Students may request extensions for their accounts through the Computer Services department of up to two months, after which the account will be removed from the system.

SPOUSES / PARTNERS

Spouses and Partners of Employees or Students at Hibbing Community College are not eligible to receive accounts or access to HCC IT resources. Sharing of accounts is PROHIBITED and can result in the termination of an account and/or computer privileges.

ALUMNI

Alumni are not generally eligible for access to HCC IT resources; however exceptions can be made through a request to the HCC Computer Services department. These requests will be reviewed and a decision will be made by the Data Security Officer and the Technology Supervisor.

COLLEGE APARTMENTS

Hibbing Community College does not, nor has plans to, support IT requests from the Students in the College Apartments. The Director of Housing and/or the Assistant Director of Housing can make requests for assistance through the Computer Services department.

POLICY CHANGES AND REVIEW

This policy is subject to change without notice. The campus Data Security Officer reserves the right to make exceptions, substitutions, or alterations to this policy on a case-by-case basis. Computer Services will review this policy annually. Changes and/or special requests pertaining to this policy should be directed to the campus Data Security Officer.