# NorthWest Arkansas Community College Administrative

# Policies and Procedures

**Off-site Access to NWACC Information Systems 3-18-7(1)**

**Policy:**

Computer access to NorthWest Arkansas Community College's information systems is becoming web-based. This presents many challenges for employee workload and data security, including the following:

- Management of comp time and related work issues.
- Security and privacy issues including adherence to the Family Educational Rights and Privacy Act (FERPA).
- Growth of web-based applications used in Recruitment, Admissions, Student Records, Financial Aid, Finance and Human Resources.

NorthWest Arkansas Community College hereby adopts the following policies governing off-site access to NWACC information systems. These policies will become a part of a larger policy on electronic communications and web usage policies on campus.

Security

Off-site/off campus access to web-based applications in Banner and Xtender is limited by position and job roles in the college. The spreadsheet following this policy statement ( 4-4-8(A) lists various positions and the off-site access rights of each position. .

A nightly program will be run to identify all people accessing the information systems from an off-site location. This report would be reviewed by administrative personnel in enrollment management, business office, and human resources to look for unauthorized or potentially liable access.

All documents or information printed off-site containing information on people other than the user must be destroyed by shredding the document. NO documents shall be placed in a waste receptacle without being shredded.

E-mailing documents

Because all web based documents can be emailed to others easily and pose the threat of violating a student's or employee's privacy. All faculty, staff and administrators need to have the mandatory wording as a footnote to all external and internal emails sent from the college.

> "This message is intended solely for the recipient to whom it is addressed. If you are not the intended recipient, do not disclose, distribute or copy this email. Please notify the sender immediately that you are not the person for whom this email was intended and delete this email from your system."

Training

All faculty, staff, and administrators must attend a mandatory, annual FERPA training each September or February or lose all access to NWACC information systems.

Definitions

Off campus – Not on one of NWACC's campus sites including but not limited to Bentonville campus, College at the Crossings, Adult Education Center, and Regional Technology Center.

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This policy does not apply to the Banner Self-Service products which include Web for Faculty, Web for Employee, Web for Finance and Web for Student (Eaglenet).

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Adopted: December, 2005