

## **OFFICE OF INFORMATION TECHNOLOGY**

### **Policies and Procedures Manual**

#### **1.1. Appropriate Use and Information Security/Confidentiality Policy**

##### **1.1.1. Approval and adoption**

- 1.1.1.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 10/15/2002.
- 1.1.1.2. Changes made to clarify "Procedures" and "Enforcement" sections. Approved by the Chief Information Officer and Executive Vice President and adopted effective 12/5/2002.
- 1.1.1.3. Addition of articles 1.1.3.4.14 and 1.1.3.4.15 and a modification of article 1.1.3.4.12 to enforce student firewall pinholing. Approved by the Chief Information Officer and Executive Vice President and adopted effective 8/31/2004.
- 1.1.1.4. Expanded article 1.1.3.2 to clarify electronic and physical storage and handling of confidential information, with special emphasis on Social Security Numbers. Approved by the Chief Information Officer and Executive Vice President and adopted effective 7/28/2005.
- 1.1.1.5. Further expanded article 1.1.3.2 to include all data elements deemed confidential based on current legislation such as the Gramm-Leach-Bliley Act. Approved by the Chief Information Officer and Executive Vice President and adopted effective 8/9/2007.

**Signature/Title/Date:**

##### **1.1.2. Purpose**

- 1.1.2.1. To provide ULV faculty, staff, and students with accessible and professional computing facilities and establish appropriate terms, conditions, and restrictions on the use of said facilities. This appropriate use policy covers all computing assets of the University of La Verne. "Computing assets" includes but is not limited to all networks, desktop computers, servers, printers, email services, web services, and any computer access. By using any University computing facility or service or any other University computing asset, the user agrees to all the following policies outlined in this policy.

# Information Technology Policies Manual

**Chao Zhang**



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