	ADMINISTRATIVE POLICY	
	Policy Type:	Information Technology Electronic Account Use
	Policy Number:	1613
	Date Adopted:	10/31/12
	Version:	1.0
	Review Cycle:	Biennially
	Date Last Reviewed:	10/31/12
	Office Responsible:	Information Technology
	Reviewing Committee:	Process Management
	Related Policies:	Responsible Use Policy
	Related Laws:	NA

Policy Purpose:

This policy governs use of computer accounts created by Jackson Community College (JCC). Each computer user is a member of a community; the purpose of this policy is to maximize the value of our resource to that community.

Scope: All users provided with Jackson Community College electronic resources.

Definitions:

JCC Students: Persons registered for classes.

JCC Employees: Persons currently employed by JCC.

JCC Applicants: Persons with intent to attend in coming semesters indicated by application to the College.

JCC Former Students: A previously enrolled student that has had no attendance in the past 2 years

JCC Retired Personnel: Persons retired from employment at JCC

JCC Volunteers: Persons working on an authorized JCC program without monetary compensation.

Non-JCC Students: Students registered at another institution and using JCC facilities (e.g., Siena Heights).

Library Patrons: Persons with a Jackson District Library card wishing to use computers in JCC's library.

Community Partners: Persons involved in a community effort authorized/sanctioned by JCC.

Service Owner: Person(s) responsible for a location or department to make sure stakeholders needs are being met.

Policy Statement:

The intent of the policy is to permit maximum freedom of use with appropriate security, consistent with State Law, College policy, and a productive working environment. The policy applies to all those who JCC's electronic resources. Depending on the seriousness of an offense, violation of the policy can result in penalties ranging from reprimand, to loss of account, referral to college authorities for disciplinary action and or criminal prosecution.

Electronic Accounts: Network accounts must be used only by the person or group to whom the account was issued. Network accounts provide the user access to confidential and sensitive information and services. Using another person's/institution's user id or password unless authorized by
Administration is prohibited. Inappropriate sharing of account passwords may result in revocation of network account privileges. Attempting to access another person or groups' account, including using, copying, modifying, or deleting anyone else's files, is a violation of the Responsible Use Policy and may also be a violation of state or federal law.

Once a JCC ID has been created users are given access to computing and network resources at JCC. The user is responsible for any and all use made of those services with their JCC ID. It is the responsibility of the user to keep their passwords secure.

Student Accounts: Students are granted network accounts and access to many College services including email when they apply to the college. Other services include network accounts, Jet Net and e-Services. Please see Account Activation/Deletion Matrix for more details. Messages from college departments to students' College email accounts are considered official College communications, and students are responsible for checking for such messages regularly. As such, all communication via email is subject to inspection, when reasonable and appropriate and authorized only by the President, as well as accessible through the Freedom of Information Act (FOIA).

Employee Accounts: All employees are granted network accounts and access to the College Services necessary for the performance of their work. Employee accounts can be activated one business day after the Colleague entry date in Colleague; the Human Resource Department will contact the JCC Solution Center in special circumstances. Please see Account Activation/Deletion Matrix for more details.

Messages from College departments to employees' College email accounts are considered official College communications. As such, all communication via email is subject to inspection, when reasonable and appropriate and authorized only by the President, as well as accessible through the Freedom of Information Act (FOIA). All employees are responsible for checking for such messages regularly.

JCC Employees may be eligible for other specialty accounts necessary for the performance of their work. These accounts must be approved and requested through supervisors and or the service owner. For more information refer to the Account Activation/Deletion Matrix.

Generic Accounts: Groups of students, faculty, staff and/or administrators at JCC may apply for a group network account. Each group account must have an "owner" who is a College employee. The account owner is responsible for managing the account password, granting

others access to the account, and ensuring that all individuals who use the account are familiar with and abide by applicable College policies. For security purposes these accounts are set to expire at different intervals depending on the security risks involved.

Guest Accounts: Some campus departments maintain guest accounts that provide access to the Internet and limited access to non JCC uses for campus computing resources. All such accounts must be managed by an employee who is responsible for ensuring that they are used appropriately and as intended.

Maintaining Accounts: To maintain access to their network account, users must change the account password at intervals no longer than 18 weeks. After this period the password will expire and the user must contact the JCC Solution Center to have the password reset.

Employees: The network accounts of employees who leave the College for reasons other than retirement will be de-activated upon the separation of the employee from the College. Full-time employees who retire from the College may retain their JCC email account indefinitely if they wish to do so.

Former Students: The network account (printing and file storage) is deactivated thirty (30) days after the end of a student's last successful class. Students are responsible for preserving any data. Students have access to their e-Services account for 2 years after completion of their last successful (1.5 grade or better) class.
Incomplete Grade: Previously enrolled students finishing an incomplete grade will maintain their account access for a year.

JCC student email accounts are never deleted. After they are no longer a JCC Student, for service, students must contact Microsoft.

Change Log:

Date of Change	Version	Description of Change	Responsible Party
10/31/12	1.0	Initial version	J. Dobbs