Policy Name: Computer Device Management and Use **Policy Number:** J-2

Functional Area(s) Responsible: Information Technology

Owner(s) of Policy: Information Technology

Most Recent BOT Approval Date: September 2011

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

Individual computing devices which utilize Finger Lakes Community College's networks must be managed and used in a manner which conforms to essential best practices. This policy does not apply to the colleges external public wifi networks.

Reason(s) for Policy:

To protect the FLCC computing environment from operational disruptions and security breaches while ensuring a quality IT environment for all users.

Applicability of Policy:

This policy applies to all individuals utilizing any device which accesses the College's internal data networks.

Definitions:

Best Practices

For the purposes of this policy, essential Best Practices consist of the following:

- All operating systems and applications software must be of a current, supported version and receiving periodic updates.
- All devices which support Anti Virus software must be equipped with an updated version of the AV software and scanned on a weekly basis for the presence of viruses and malware.
- An active program providing security patches and addressing detected viruses and malware is required for all relevant devices.
- Portable devices may access the FLCC network through wireless means only – they cannot be connected directly to hard-wired network ports except as specifically authorized by the Network Administrator.
- Users of devices on the College's networks must adhere to all relevant IT policies including the Network Usage Policy and Security of IT Systems and Data Policy.
- Local storage of data on computing devices should be synchronized with OneDrive to avoid any loss of data in case of a computer crash. Generally, it is expressly disallowed for information which is regarded as sensitive by the Security of IT Systems and Data Policy to leave a college own storage device.
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Related Documents:

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Appendix:
None