

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Information Technology
POLICY/PROCEDURE: System Administrators
DATE: 28 November 2006
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INTRODUCTION

In order to fulfill its mission of teaching, research and public service, OTC is committed to providing a secure yet open network that protects the integrity and confidentiality of information while maintaining its accessibility.

OTC, in accordance with state and federal law and the policies of the Board of Trustees, may control access to its information and the devices on which it is stored, manipulated, and transmitted.

The College reserves the right to limit, restrict, or extend the use of and access to the institution's information technology resources. Those who do not abide by the policies and procedures contained herein, whether through deliberate disregard, negligence, or naiveté, should expect suspension of privileges and possible referral to the appropriate judicial process.

The College has the responsibility to develop, implement, maintain, and enforce appropriate security procedures to ensure the integrity and privacy of individual and College information, however stored. In addition, OTC must adhere to copyright & patent laws as well as licensing agreements.

SYSTEM ADMINISTRATORS

A system administrator is any person designated to maintain, manage, and provide security for shared multi-user computing resources, including computers, networks, and servers.

System administrators shall perform their duties fairly, in cooperation with the user community and College administrators. They shall adhere to these policies and all other pertinent College rules and regulations, shall respect the privacy of users to the greatest extent possible, and shall refer disciplinary matters to appropriate College officials.

Responsibility for administering the College's computing and network resources rests with the Department of Information Technology and other administrative units of OTC.

AUTHENTICATION (Signature):

COPP

President

28 November 2006
(Date)

6.00

