

PROCEDURE: INFORMATION TECHNOLOGY RESOURCES SHARED DRIVE POLICY

Adoption Date:

A. Purpose:

The purpose of this policy is to establish the procedure and responsibilities related to assigning and maintaining designated storage of digital files on the Prairie State College (PSC) network. It describes the process by which shared drives are to be requested, and maintained. The procedure is designed to ensure appropriate use of College resources and responsibility for ensuring that information is accessible only to authorized persons.

B. Procedures:

Shared Drive Request Process

Shared Drive requests will be accepted only from PSC Administrators. The request may be made in the form of an e-mail message addressed to the Executive Director of Information Technology Resources or by submitting an Information Technology Resources (ITR) Service Request. Information to be provided shall include:

- Name of Requestor
- Drive Owner and Department
- Purpose or intended use for the requested share drive
- Names of each person authorized to access the drive
- Level of access for each member (update or read-only)

Upon receipt of the Request, ITR will establish the shared drive, enroll the designated individuals and forward access information to the Requestor.

Roles and Responsibilities

Drive Owner: The owner is responsible for maintaining the validity and suitability of the shared drive's content. Inaccurate or inappropriate content should be removed or updated on a timely basis in accordance with good business practice and College policy. The Owner is also responsible for notifying ITR of persons to be added to or removed from the access list.

Authorized Persons: These individuals are those who have been granted access to specific information assets in the performance of their assigned duties. These include, but are not limited to, faculty and staff members, trainees, students, vendors, volunteers, contractors, or other affiliates of PSC. Persons authorized to view or update information stored on PSC's network shared drives will do so only in accordance with good business practice and College policy.

Information Technology Resources: ITR network staff is responsible for the creation of the shared drive resources, security, and data back-

up to ensure availability of drive content. ITR reserves the right to set reasonable limits on the overall size of the data storage for each drive in accordance with College priorities and standards.

Purpose or Intended Use

In all instances, the purpose and use of shared drive resources will be in accordance with the College's established policy for acceptable use of information resources as set forth in Policy C-21, *Use of Information Resources Including World Wide Web and Internet*.

Authorized individuals may use the College's information resources for activities related to the College's curriculum and co-curricular organizations and activities sponsored by the College, for research consistent with the College's educational objectives, and for administrative record keeping.

Information resources shall not be used for any personal, commercial, or private business purposes, including personal financial or commercial gain, or non-College related activities, without written authorization from the President. Any use of information resources, including the network, for personal and private business is prohibited.

Verification and Validation

On a regular basis, but at least annually, ITR will perform an audit of the shared drive security records. ITR will provide a listing of authorized persons and their level of access to drive information. Each Drive Owner will review the listing and confirm its accuracy.

Drive Owners are also encouraged to regularly review the contents of the share drive to maintain timeliness and accuracy of the digital files and information contained therein.