COLLEGE *of* CHARLESTON

OFFICIAL POLICY

10.9	Network Storage Policy	08/23/16

Policy Statement

Guidelines relating to the responsibilities, legal obligations and permissible use of the college's network file storage.

_____

Policy Manager and Responsible Department or Office

Information Technology, CIO

_____

Purpose/Reason for the Policy

The purpose of this policy is to present the responsibilities, obligations and permissible use of the College's network file storage. The Information Technology department (IT) furnishes centralized data storage services for all departments.

_____

Departments/Offices Affected by the Policy

All faculty, staff, students, contractors and affiliates operating on behalf of the College of Charleston are required to comply with the policy.

_____

Procedures Related to the Policy

Usage Policy

Directories
Each faculty and staff account is assigned network storage space. The purpose of the user directory is to securely store College of Charleston data.

User Directories
Information Technology Server Administrators are responsible for setting permissions on user directories.

Department Directories
Each user account has access to folder(s) created specifically for the department in which he/she works. Only members of that department can access this folder.

Collaborative Directories
Staff and faculty may request special secured folders.

Security of Directories

Directories
A directory administrator will be associated with all directories. The directory administrator is responsible for authorizing user/group access to the directories. IT staff are bound by the IT Confidentiality Agreement to ensure all data remain secure and confidential.

Department Directories
Security groups are created for granting access to department shared directories. Information Technology Server Administrators are responsible for permissions on department shared directories. Only authorized users can request changes to the security group membership.

Collaborative Directories
Security groups are created for granting access to collaborative shared directories. The assigned manager of the directory will be given rights to update the group membership list through Outlook Address Book. Only the security group manager or someone from a higher administrative authority can request a change to group management.

Accessing Network File Storage
Network file storage is an on-campus service and available only to holders of a valid Cougars domain account. VPN service may be required for off campus access.

Directories Disk Limits

Storage Limit
The College has implemented limits to manage disk storage and usage. Disk Quota Services automatically notifies individual users and IT Administrators of users who exceed storage limits.

Restricted Usage
- The College's network file storage cannot be used for non-College of Charleston business.
- The College's network file storage cannot be used for personal financial gain.
- Movies, music (including iTunes), videos, pictures, or software purchased by users for personal private use is not to be maintained in College network file storage.
- Network storage is not for backup purposes.
- Network file storage is not for archiving.

Retention & Right of Access
- Each employee is responsible for files in his/her directory.
- Directories may be disabled if found in violation of College policy.
- Legal holds may be placed upon an account if retention of records is required by the Office of Legal Affairs.

Administration and Compliance
IT designates the following limited conditions under which information technology data may be disclosed to third parties:

- in response to a court order, or other compulsory legal process
- upon the request of an appropriate college official in the investigation of a legal or policy violation
- in the event of a health or safety emergency
- following the death of an employee with approval of Executive Vice President or President.

_____

Related Policies, Documents or Forms

The Privacy Policy; Data Loss Prevention Policy; and Electronic Communications Usage Policy.

Issue Date:8/23/2016 **Date of Policy Revision:8/23/2016**	**Next Review Date:10/23/2020**

POLICY APPROVAL
(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 10.19

President or
Chairman, Board of Trustees _Glen E. Mc_____, Pres._   Date: _8/23/16_