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IT Security Standard:

Use of Bellevue College Resources Off-Campus (Exceptions)

Introduction

This document defines specific exceptions to Bellevue College policy # 5250: *Information Technology (IT) Security* related to the Bellevue College IT security standard addressing the *Use of Bellevue College Resources Off-Campus*. These exceptions will be reviewed on an annual basis or when changes are implemented, and will be maintained by the Bellevue College IT Security Administrator and/or the Dean of Information Resources.

Scope

This document exercises exemptions granted within the Department of Information Services (DIS) Information Technology (IT) Security Policy for Institutions of Higher Education, pursuant to RCW 43.105.200 and fulfills the requirement for documentation of the exceptions to the standard. Any deviations from the standard will be appropriately established within this document.

Exceptions

A. Disability Resource Center Exception

1. The Bellevue College IT security standard addressing the *Use of Bellevue College Resources Off-Campus* allows Information Resources (IR) to provide copies of Bellevue College-owned software to employees for installation and use on personal home computers when software licensing permits. In support of this privilege, users are required to read and sign an *Off-Campus Software Use Agreement Form*, which is maintained on file by IR. The standard mandates that Information Resources is the sole agent for distribution of software under the program, with checkout privileges for IR-provided copies of software granted to Media Services in the Library Media Center.
2. This exception provides that the Disability Resource Center (DRC) office may also check-out certain Bellevue College-owned application software, in accordance with the following procedures:
 - a. The software must be approved for check-out by the Bellevue College IT Security Administrator and/or the Dean of Information Resources, or designee.
 - b. Copies of the software (not original disks) being checked-out must be used, if possible. Information Resources will make the appropriate copies, as needed.
 - c. Use of the software must be in accordance with the specific software license and must abide by all requirements of Bellevue College policies #4400, "*Acceptable Use of State Resources*", #5000, "*Acceptable Use of Bellevue College Computers*", #5150, "*Acceptable Use of Bellevue College Networks and Systems*", and #5100, "*Software Licensing Compliance*", except as noted in this exception.
 - d. The software may be checked-out to students, staff or faculty to appropriately support educational needs as documented through the standard procedures of the DRC office. The DRC office will maintain a list of software currently available for this purpose.
 - e. The license to use the software is conditional on the user's continued association with Bellevue College and continued participation in any program provided by DRC. The software may only be used as long as required to directly support the user's documented needs. The

DRC office is granted the right to determine appropriate length of use.

- i. If a user terminates association with Bellevue College, the software will be uninstalled and any CD-ROMs and disks returned. The user will also delete all software from their personal computer(s).
 - f. Users installing Bellevue College licensed software on personal computers at home will take all responsibility for any problems created by installation of the software and release Bellevue College from any related liability.
 - g. Users being loaned software from DRC must read and sign the Off-Campus Software Use Agreement Form (Disability Resource Center).
 - ii. The form will be filled out by DRC personnel and signed by the user.
 - iii. The user will be given a copy of the form and DRC will maintain a file copy.
 - iv. The user may retain the copy of the software in their possession until the return date determined by DRC and identified on the form. This is a specific waiver of the 14-day software return requirement identified in the Bellevue College IT security standard addressing the "Use of Bellevue College Resources Off-Campus."
 - v. Upon return of the software to DRC, a notation will be made on the form. DRC will keep all forms on file and will turn them over to the IT Security Administrator, or designee, for archival purposes at the end of each academic quarter.
 - h. Failure to return loaned software and/or any other violations of this exception will be handled in accordance with the Sanctions section of the Bellevue College IT security standard addressing the Use of Bellevue College Equipment Off-Campus.
3. All other elements of the Bellevue College IT security standard addressing the Use of Bellevue College Equipment Off-Campus not specifically excepted in this document will be complied with.

Appendix A – References

1. Bellevue College Policy #4400, Acceptable Use of State Resources
2. Bellevue College Policy #5000, Acceptable Use of Bellevue College Computers
3. Bellevue College Policy #5100, Software Licensing Compliance
4. Bellevue College Policy #5150, Acceptable Use of Bellevue College Networks and Systems
5. Bellevue College Policy #5250 – Information Technology (IT) Security
6. Bellevue College IT Security Standard: Use of Bellevue College Resources Off-Campus
7. Department of Information Services (DIS) Information Technology Security Policy for Institutions of Higher Education, pursuant to RCW 43.105.200.

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