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## *IT Security Standard:*

# **Use of Bellevue College Resources Off-Campus**

### **Introduction**

This standard defines the standards and procedures for using Bellevue College owned computers off-campus. It also defines the standards and procedures for the use of software licensed by Bellevue College on personally-owned computers off-campus usually in an employee's home. It has been prepared in order to implement the specifics of the Bellevue College IT Security Policy in these areas. This standard will be reviewed on an annual basis or when changes are implemented.

### **Scope**

This standard defines specific permissions and procedural elements for the use of Bellevue College-licensed software off-campus on personally-owned computers. It also identifies the requirements for using Bellevue College-owned computers off-campus. It does not apply to any on-campus computing resources, nor does it apply to personally-owned software.

For the purposes of the Bellevue College IT Security standards, "sensitive data" includes, at a minimum:

1. All student and employee data (including passwords).
2. All operational documentation and reports.
3. Any financial data that contains institutional banking or personal data.

### **Exceptions**

A variety of exceptions to this standard may be expected. These exceptions, when granted, will be documented in either a platform specific standard or in a memo documenting the exception. Exceptions may be granted by the Bellevue College IT Security Administrator, the Dean of Information Resources (IR), or any IR director authorized by the Dean. Copies of all documentation regarding exceptions will be kept on file with the Bellevue College IT Security Administrator. This documentation will include:

1. A detailed description of the exception.
2. A description of why the exception is necessary.
3. A risk assessment by the Bellevue College IT Security Administrator and/or the Dean of Information Resources, or designee.
4. A description of the compensating controls that are in place to mitigate risk created by the exception.

### **Business Impact and Risk, Threat, and Vulnerability Analysis**

The computing and software resources within the scope of this standard are not considered infrastructure critical to the daily business and operations of Bellevue College. The software covered by this standard will be copies only. The computer may be an off-campus employee's primary work machine, but the relatively low level of dependence by the general campus on these resources, makes the most significant threats:

1. Theft of hardware or software
2. Accidental damage to hardware
3. Malicious, fraudulent, and/or unauthorized use of software or hardware

However, the software and hardware being used is Bellevue College property and the institution has a responsibility to ensure appropriate use of those resources. Given the nature of the asset and the nature of the threat, the primary risk associated with the licensed use of Bellevue College-owned software off-campus is the inability of the institution to carefully control and monitor such software installations. The primary risk associated with the use of a Bellevue College-owned computer off-campus is damage or loss of the computer. Because of the typical usage of these resources, these risks are considered low.

## Standard

### ***Use of Bellevue College-Owned Software Off-Campus***

1. When software licensing permits, IR will provide loaner disks of software for Bellevue College employees to install on personal home computers.
2. In accordance with the Washington Ethics in Public Service Law (chapter 42.52 R.C.W.), IR staff will not assist in any way with hardware or software installations, maintenance, or problems on personal home computers.
3. Installation of the software on a home machine is for work-related purposes only. Employees are not licensed to use the software at home for personal purposes.
4. If an employee installs software under this type of license, they are generally not entitled to free technical support from the software manufacturer.
5. Licenses granted under these programs are not transferable under any circumstances without prior written consent from the software manufacturer.
6. The right to use the available software products is conditional upon the employee's continued employment at Bellevue College and the college's continued participation in any program authorizing such installations.
  - a. If an employee leaves Bellevue College employment, the software will be uninstalled and any disks or CD-ROMs will be returned.
  - b. The employee will also delete all software if Bellevue College's participation in the software distribution program is terminated.
7. Employees 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.
8. Any privileges granted under this standard will not be used as a means of circumventing the requirement for appropriate licensing and maintenance of all Bellevue College-owned computing resources as identified in the Bellevue College Software Licensing Compliance Policy.
9. If a personally-owned computer at home is used to store any Bellevue College sensitive data, the employee will take the same level of care to keep the data secure as if it were on campus and will comply with all Bellevue College privacy policies, procedures, and standards.
10. It is expected that the employee will follow all procedures and policies identified in the Acceptable Use of State Resources Policy, the Acceptable Use of the Bellevue College Network and Bellevue College Data Management Systems Policy, and the Acceptable Use of Bellevue College Computers Policy as applicable.
11. Copies of all software available under the Microsoft Campus Licensing Agreement will be available for checkout from the Library Media Center through the Media Services desk. Media Services will also maintain a list of software currently available for this purpose.
12. Copies of all other available software will be requested and checked out from the Help Desk.
13. When an employee checks out a copy of authorized software, the following is expected:

- a. If software being loaned is authorized for off-campus installation through the current Microsoft Campus Licensing Agreement, the Off-Campus Software Use Agreement Form (Microsoft Campus License Agreement - Appendix B) will be completed.
  - i. The form will be filled out and signed by the employee.
  - ii. Media Services personnel will fill in the information regarding software identification.
  - iii. The employee will be given a copy of the form and Media Services will maintain a file copy.
  - iv. Unless otherwise authorized, the employee may keep the loaned installation media containing the software for a maximum of 14 days, after which it will be returned to Media Services.
  - v. The employee will follow any special installation instructions enumerated on the form.
- b. If software being loaned is authorized for off-campus installation through any other licensing agreement, the Off-Campus Software Use Agreement Form (Information Resources) will be completed. (See Appendix C)
  - i. The form will be completed and signed by the employee.
  - ii. IR personnel will fill in the information regarding software identification.
  - iii. The employee will be given a copy of the form and IR will maintain a file copy.
  - iv. Unless otherwise authorized, the employee may keep the loaned installation media containing the software for a maximum of 14 days, after which it will be returned.
- c. If software being loaned is authorized for off-campus installation by a Bellevue College employee whose primary work location is at a distance from Bellevue College (such as off-site Distance Learning faculty), the Off-Campus Software Use Agreement Form (Information Resources) will be completed. (See Appendix C)
  - i. The form will be filled out and signed by the employee.
  - ii. Information Resources personnel will fill in the information regarding software identification, noting that a copy of the software will be given to the individual.
  - iii. The employee will be given a copy of the form and IR will maintain a file copy.
  - iv. The employee will be given a copy of the software to retain in their possession at their distant location. This is a specific "arrangement in advance" allowable as described in the form, waiving the 14-day software return requirement.

### ***Use of Bellevue College-Owned Computers Off-Campus***

Under certain circumstances, Bellevue College employees will be authorized to take Bellevue College-owned computer systems home for use in fulfilling their official duties. This will include either desktop or laptop computers.

1. The use of a Bellevue College-owned computer at home is for work-related purposes only. Employees are not authorized to use the computer at home for personal purposes.
2. IR will not provide technical support to a computer off-campus. If a computer needs repair, the employee will have to return the computer to campus for such support.
3. Staff will take great care to reduce the risk of loss or theft of any Bellevue College-owned computing equipment removed from campus.
4. If a Bellevue College-owned computer is used off-campus to store sensitive data (including such things as passwords for Bellevue College-issued accounts, Bellevue College business documents, or college data), the employee is required to take the same level of care to keep the

data secure as if it were on campus and will comply with all Bellevue College privacy policies, procedures, and standards.

5. Employees will be required to have administrative approval for this type of use before taking any equipment from campus.
  - a. The Bellevue College Loan of State Owned Equipment to Employees form will be completed and approved in advance by the employee's supervisor. Distribution of copies of the completed form will be as follows:
    - i. Information Resources will hold the White copy of the form until the computer is returned.
      1. Upon return the White copy will be notated regarding the date returned, and then duplicated. The original will be forwarded to the Material Resources manager in Campus Operations and the duplicate copy will be stored by the IT Security Administrator in the individual's security file.
    - ii. The Yellow copy of the form will stay in the possession of the individual signing for the computer. This is for the user's personal records.
    - iii. The Pink copy of the form will be forwarded to the supervisor approving the equipment loan. This is for the supervisor's records.
    - iv. The Goldenrod copy of this form will be distributed to the Material Resources Manager in Campus Operations for inventory purposes and will be handled in compliance with appropriate Bellevue College procedures and policies.
6. IR technical support staff will perform the initial installation and configuration of the software on such computers.
7. The employee will be granted local administrative privileges to the computer with rights as described in the Bellevue College IT Security Standard addressing "Security Privileges."
  - a. These privileges will be granted to facilitate the employee's use of the computer, so the installation and configuration of any ISP, e-mail or other software needed to perform their work duties away from campus can be done.
  - b. Because these privileges will be granted only to the local drive and the computer is not physically connected to the Bellevue College network, the employee does not need to obtain separate unit administrator permission to be granted these rights.
    - i. The employee will otherwise comply with all other provisions of the Bellevue College IT Security Standard addressing "Security Privileges."
8. Any software installed on the computer by the user will comply with the Bellevue College Software Licensing Compliance Policy.
9. All provisions for the use of state-owned equipment identified in the Bellevue College Acceptable Use of State Resources Policy will apply to the use of this resource off-campus.
10. All provisions of this standard and the policy on the Acceptable Use of the Bellevue College Network and Bellevue College Data Management Systems will apply to the use of this resource off-campus.

## **Sanctions**

Violations of the provisions of this, or any Bellevue College IT security standard or policy, will be dealt with immediately in the same manner as any violations of Bellevue College policies, and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including:

1. Permanent loss of computer use privileges;
2. Denial of future access to Bellevue College IT resources;

3. Disciplinary action – any disciplinary action will be taken in accordance with appropriate procedures as established by the Vice President of Human Resources (for employees) or the Dean of Student Services (for students);
4. Dismissal from the college; and/or
5. Legal action.

Those users who misuse or abuse any computing or network resource may have their login accounts closed and access to the systems immediately terminated. Some violations of this standard may also constitute a state, local, or federal criminal offense.

## **Appendix A – References**

1. Bellevue College Acceptable Use of State Resources Policy
2. Acceptable Use of the Bellevue College Network and Bellevue College Data Management Systems Policy
3. Acceptable Use of Bellevue College Computers Policy
4. Bellevue College Software Licensing Compliance Policy
5. Microsoft Campus License Agreement -  
<http://www.microsoft.com/education/campusagreement.mspx>

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