

# Maine Maritime Academy Information Technology Department Account Policy and Standards

## **Purpose**

This Policy Statement applies to all users of the Maine Maritime Academy (“MMA”) network system and/or *data* systems. Expressly, this policy applies to any person connected to and using any MMA provided network and/or *data* resources.

## **Definitions**

For the purposes of this Policy Statement, the following definitions shall apply:

“*Computing resources*” shall be defined as all devices and services (including, but not limited to, personal computers, laptops, tablets, smart phones, software and services) owned or provided by MMA, the user or otherwise, which are part of or are used to access (1) the MMA network, peripherals, and related equipment and software; (2) *data* communications infrastructure, peripherals, and related equipment and software; (3) voice communications infrastructure, peripherals, and related equipment and software; (4) and all other associated tools, instruments, facilities, and the services that make use of any technology resources owned, operated, or controlled by MMA. *Computing resources* or components thereof may be individually assigned or shared, single-user or multi-user, stand-alone or networked, and/or mobile or stationary.

“*Data*” shall include all information that is used by or belongs to MMA or that is processed, stored, maintained, transmitted, copied on, or copied from MMA *computing resources*.

## **General Policy**

MMA account holders are required to comply with federal and state law, MMA policies, and standards of professional and personal ethics. All communications sent via MMA’s network shall be consistent with applicable administrative policies, are subject to discovery, and remain the property of the MMA.

**Individuals to whom MMA network access accounts are assigned are responsible for managing and monitoring their accounts, and for actions taken with their accounts. Accounts and account passwords are not to be sold, rented, transferred, or shared with any other person.**

The IT department reserves the right to impersonate accounts for the purpose of trouble shooting and testing.

Administrative access to MMA *computing resources* is limited to specific and specialized accounts managed by the IT department. No end user shall be granted administrative access to any system which resides on the campus domain. Should access of this type be deemed necessary for valid programmatic purposes, end users shall work with the IT department to implement an acceptable solution via the Privileged Access Manager system. To request the Privileged Access Manager solution, end users may submit a Helpdesk ticket.

## **Password Requirements**

Each MMA account holder is required to change their password a minimum of once a year. Password

requirements are listed below:

- **Must be at least 9 characters in length, no more than 40 characters in length**
- **Must contain at least two numeric digits (0-9)**
- **Must contain at least one non-alphanumeric symbol (\$!\*?, etc.)**
- **Must contain at least one upper-case alphabetic character**
- **Must NOT contain single or double quotes ( ' ")**
- **Must NOT contain three (or more) consecutive characters (abc, 123, aaa, 654, etc.)**
- **Must NOT contain spaces**
- **Must NOT be a recently used MMA password (used within the last 5 years)**

### **Eligibility**

The use of MMA's *computing resources* is a privilege granted by MMA, in its sole discretion, to facilitate MMA's mission and operations. Accounts are provided to active faculty and staff, currently enrolled students, and MMA Board of Trustees members. Account eligibility ends when an individual's affiliation with MMA is terminated. Students who are dis-enrolled from MMA will also lose their account privileges.

Special Guest accounts are provided for conference guests and other visitors. These accounts are created and maintained by the Conferences department.

### **Revocability**

Maine Maritime Academy reserves the right to revoke any Account deemed in violation of existing policies or any Federal, State, and/or Local laws at any time without notice.