

# Maine Maritime Academy Information Technology Department Employee Computing Policy

## Purpose

This Policy Statement applies to all employees of the Maine Maritime Academy (known also as “MMA”). Expressly, this policy applies to any person employed by Maine Maritime Academy who connects to and/or uses any Academy provided *computing resources* or *data*. This Policy Statement establishes important guidelines and restrictions regarding any use of these resources at MMA. *Computing resources* are tools provided to assist in the accomplishment of MMA's daily academic, educational, public service, and research initiatives.

## 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*.

“**Protected information**” shall be defined as *data* that has been designated as private, protected, or confidential by law or by MMA. *Protected information* includes, but is not limited to, employment records, medical records, student records, education records, personal financial records (or other individually identifiable information), research *data*, trade secrets, and classified government information. *Protected information* shall not include public records that by law must be made available to the general public. To the extent there is any uncertainty as to whether any *data* constitutes *protected information*, the *data* in question shall be treated as *protected information* until a determination is made by MMA or other legal authority.

## General Policy

Employees are provided with the appropriate *computing resources* required to accomplish the duties of their jobs. If an employee is not expressly issued a computer for use, they will be provided access to one with which to check their email and to perform other duties as required.

As a rule, employees are issued either a laptop computer OR a desktop computer, whichever is most appropriate for the position held. In general, faculty and adjunct faculty members as well as staff members with teaching duties are issued a standard laptop, case, and power supply. Laptop users may also request a separate monitor, keyboard, mouse and docking station to facilitate use of the laptop in an office setting. Faculty should expect to use their laptop for any display and presentation functions in rooms other than those noted. An exception to the “one computer” rule may be granted if there is a compelling functional or academic reason for doing so. Requests for exceptions to the “one computer” rule should be forwarded in

writing from the requesting employee to the Chief Technology Officer, and include a brief description of and justification for the additional equipment.

For Capstone projects and other assignments requiring specialized software and/or hardware, Faculty and Staff may submit a Helpdesk ticket outlining their requirements at least 10 business days before it is needed. Instructors agree to be responsible for any equipment issued on behalf of a student.

In general, employees will not be issued more than one mobile device.

Upon hire, the HR department will present an employee with an “Employee Laptop Agreement Form” which must be signed by the employee before a laptop will be issued. At that time, the equipment will be entered into inventory and assigned to that employee.

In general, MMA will issue Windows based systems to employees, since most of the software tools used by both staff employees and faculty members require the Windows operating system. In special cases other operating systems may be obtained, for example, if a particular software program runs only on a specific operating system.

All *computing resources* purchases will be requisitioned by the IT department, working in conjunction with the end user and the Purchasing department. In some instances, the signature and approval of the requesting department’s Department Head, Manager, and/or Vice President may be required.

Budgetary oversight for *computing resources* will reside within the IT department. The recommended process for obtaining these resources is to confer with the Chief Technology Officer and/or their designee to determine needs, justification, requirements and time constraints. In cases where these resources may be clearly assigned to one department, the Chief Technology Officer will code the costs to that department’s budget. In cases where the cost is more organizational in nature, the IT departmental budget will be assigned.

The IT department is solely responsible for hardware and software maintenance and support. When deemed necessary, the IT department reserves the right to require a hardware and/or software maintenance contract with a vendor for equipment and/or software purchased. Any modifications to hardware or software should be done only by authorized members of the IT department in order to preserve existing warranties and avoid unnecessary equipment damage.

***Computing resources procured by any method other than that stated above will not be supported.***

The IT department may, at any time deemed necessary, require employees to present any *computing resources* assigned to them for upgrades, imaging, or repair.

Users of MMA *computing resources* are required to comply with federal and state law, MMA policies, and standards of professional and personal ethics. All *data* contained on said resources shall be consistent with applicable administrative policies, are subject to discovery, and remain the property of MMA.

Individuals to whom MMA *computing resources* are assigned may be held liable for damages incurred to these resources due to negligence or unwarranted abuse.

### **Data Backup, Retention and Archive**

Employee data is backed up from their M365 account using Rubrik.

Employees are allocated a default of 1 GB of storage space on the M365 account which can be used for Outlook mailbox storage, OneDrive file storage and Teams shared file services. The data on the M365 account is backed up and archived through normal IT departmental procedures. In addition, employee e-mail messages are archived for two years, and all inbound email message from outside of MMA are held in the SPAM filtering appliance for 45 days.

Employees should never copy *protected information* to removable media. In addition, any *data* that is copied to removable media should be encrypted to safeguard the data in case of loss or theft of the removable media.

Unless specifically stated otherwise, *data* that is backed up by the IT department is retained for 2 years.

### **Protected Data and Approved Collaboration Services**

*Protected institutional and personal information* shall not be stored locally on *computing resources* unless specific steps are taken to ensure that the *data* is secure and encrypted in accordance with MMA standards.

Approved methods of sharing *protected institutional and personal information* will be used at all times in order to assure the security and safety of such data. Approved collaboration services and techniques include:

- MS365 - Office, Teams and OneDrive
- SeaFile
- Shared Network Drive(s)
- Zoom
- Mailgate Secure Mail

Anything not listed above should **NOT** be used for official MMA business.

### **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. These resources will be provided to active faculty and staff. Eligibility ends when an individual's affiliation with MMA is terminated.

Requests for exceptions to this policy may be made and will be evaluated on a case by case basis by the Chief Technology Officer. Requests must be submitted via e-mail to the Chief Technology Officer, accompanied by the reason for exception, proposed time frame of exception, and the name of the Executive (VP or higher) level sponsor who supports the exception.

### **Personal Use**

Employees may use MMA provided *computing resources* for personal use so long as that use does not create any cost to MMA, does not interfere with the employee's official duties, is brief and its volume or frequency does not disrupt MMA business, does not compromise the security or integrity of MMA data or systems, and is not commercial in nature. It is important to note that while personal use is permitted, *data* and records pertaining to those activities are still considered public record, are subject to administrative and legal policies and discovery, and remain the property of MMA.