# COLLEGE OF THE NORTH ATLANTIC

# OPERATIONAL POLICY

## TOPIC:   NETWORK USER ACCOUNTS

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| **Policy No.** | IS-505 | **Division:** | Information Systems |
| **Related Policy** | IS-501 | **Board Policy Ref.** | GP-A-104; GP-GR-807; GP-RR-904 |
| **Related Procedure** | IS-505-PR | **Effective Date** | November 4, 2016 (R1) |

### 1.    PURPOSE AND SCOPE

College of the North Atlantic provides and maintains network user accounts for the benefit and use of its students, employees, government agencies and business partners.  The purpose of this policy is to identify the conditions under which those user accounts will be created and subsequently deleted in order to maintain the  integrity, functionality and security of the college networks and uphold compliance with regulations related to Privacy and Confidentiality as required by law.

### 2.    POLICY

It is the policy of the College that all college students, employees and individuals provisioned with a college network user account shall have those accounts created and closed as defined in the related procedures of this policy.

### 3.    PROCEDURE

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

| Approval History | |
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| Approved by President | February 23, 2011 |
| Revision 1 | November 4, 2016 |