



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: NETWORK USER ACCOUNTS

Policy No.	IS-505	Division:	Information Systems
Related Policy	IS-501	Board Policy Ref.	n/a
Related Procedure	IS-505-PR	Effective Date:	February 23, 2011

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, Finance and Administration shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	February 23, 2011
Next Review	February 2014