Student Affairs Information Technology Authority

CONTENT:

- Purpose
- Scope
- References
- Details of Policy / Procedure
- Revision History

PURPOSE:
This policy establishes the authority of Student Affairs Information Technology (SAIT) regarding Information Technology (IT) policy development, maintenance, and distribution within the Division of Student Affairs. SAIT will work closely with Information Technology Services to meet or exceed the IT policies of the University.

SCOPE:
This policy applies to all employees, personnel from other organizations, contracting personnel, and vendors using SAIT systems.

REFERENCES:
Penn State Administrative Policy AD20 – Computer Network and Security
Penn State Administrative Policy AD23 – User of Institutional Data
Penn State Administrative Policy AD53 – Privacy Statement
Penn State Administrative Policy ADG01 – Glossary of Computer and System Terminology
Penn State Administrative Policy ADG02 – Computer Facility Security

DETAILS OF POLICY / PROCEDURE:

The Director of SAIT is responsible for establishing SAIT policies based on those implemented by the University and the technological needs of the Division. Final authority for SA policies lies with the Vice President of Student Affairs and must be within the guidelines of the Pennsylvania State University.

The Director SAIT and his or her staff is responsible for communicating SAIT policies to all current Student Affairs (SA) employees.

Each SA supervisor (director, manager, assigned leader) is responsible for reviewing policies with all newly transferred and/or hired employees.

The employee is responsible for abiding by all SAIT policies

Maintaining Policies
SAIT will review each policy annually and revise as appropriate according to changes in the industry or within the University. All changes will be identified by including a revision date and a description of the change. The change should be noted at the top of each policy. Changes to policies must be posted on the SAIT website in a section identified as “Recent Changes to Current Policies”.

Approved policies remain in effect and are only replaced at the issuance of a new or modified policy. Any modified or temporary policy that materially affects the usage rights or responsibilities of employees will be communicated to employees by a global email message ALERT.

Temporary Emergency Policy
Under certain limited conditions, the Director of Student Affairs Information Technology is authorized to set temporary emergency policies, which will take effect immediately. The temporary emergency policy will remain in effect until the situation is no longer necessary and must be reviewed for correctness every 60 days.

SAIT will publish the temporary emergency policy and post it on the SAIT website.
Enforcement Authority
The SAIT Leadership Team has been designated by the Director of Student Affairs Information Technology to monitor and initiate initial enforcement of security policies, and must review such enforcement with the Director as soon as possible.

RIVISION HISTORY:

- Creation Date: December 2007
- Review Date: December 2008
- Review Date: November 2009