Name of Policy: Computer Security and Data Privacy
Source: Campus Technology
Form to Complete: N/A

Policy:

Kansas City Art Institute computer facilities have been established to advance the educational mission of the College by providing tools for academic research and to assist with the teaching and administrative functions of the College. Since these facilities are a community resource, users share both rights and responsibilities in their proper use so as to ensure confidentiality and security of data, and equitable and continuous access to system resources. Users should recognize that data (databases, spreadsheets, documents, e-mail, etc.) have value, and the cost of reproducing data lost through various accidents and errors using a computer may be substantial. Users should also recognize their responsibility to act so as to protect the privacy and confidentiality of their own and institutional data. This policy statement is intended to provide guidelines for questions relating to issues of data privacy and protection, and proper system use.

Users are cautioned that although the college will act to maintain as secure a computer facility as possible, the level of security must be commensurate with costs and the desire to provide access that is both wide and convenient. Users of computer systems should be aware of various risks including the possibility of attempts by persons to deliberately breach system security, of unauthorized access by personnel with physical or supervisory access to systems, and the occurrence of inadvertent accidents, such as printing to the wrong network printer, that could expose sensitive data. Therefore, users are expected to use judgment and act on their own behalf in protecting highly sensitive or confidential data, whether on individual systems, the network or Internet. If data is very sensitive, preference should be given to placing it only on removable media that can be secured when not in use. Users should log out of shared systems and take reasonable precautions to secure access to office computers.

OWNERSHIP OF DATA

Data placed on computer system by students, faculty, and staff may be the property of the institution or the individual, depending on the circumstances. In principle, data in electronic form should be considered the same as data in more traditional forms (such as paper) when considering ownership. For instance, data assembled as part of the job responsibilities of an administrator or staff member is to be owned by the Institute. Data assembled by faculty as part of their scholarly research or teaching duties, or by students in the course of individual studies, is to be owned by the faculty member or student respectively, except when assembled as part of specific job assignment where the data in paper form would be institutional. Individual contracts, copyright restrictions, etc. may affect ownership of data. Any concerns or questions about ownership issues should be directed to the Director of Campus Technology.

NO EXPECTATIONS OF PRIVACY
The use of KCAI provided password or code does not restrict KCAI from accessing communications on its computer, electronic, or telephone equipment or systems. KCAI reserves the right to access any information on its computer infrastructure and network if it is determined that such action is necessary.