

# Information Technology Services Employee Code of Ethics

## **I. Purpose:**

Information Technology Services (ITS) is committed to the ethical and responsible use of all information technology resources. The goals of the ITS Employee Code of Ethics are to create a culture that fosters trust and a commitment to responsibility, excellence, and institutional and personal integrity, while avoiding conflicts of interest and appearances of impropriety. Siena College will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information systems to which ITS employees may have been granted.

## **II. Scope:**

This policy applies to all ITS employees who may have been granted access to personal, private, confidential, or legally sensitive, information in the course of executing their job responsibilities. This includes direct access to employee workstations as well as elevated permissions on server and cloud-based systems.

## **III. Policy Statement:**

In order to fulfill its mission of providing a robust set of technology tools and support for the college community, certain ITS employees must be granted privileged access to the College's information systems for which they are charged with the responsibility of maintenance and/or support. This access imposes upon the employee the additional responsibility and obligation to use that privileged access in an ethical, professional and legal manner that is strictly within her or his authorized job functions.

Siena College is committed to advancing the ethical and responsible use of all information technology resources. The goals of the ITS Employee Code of Ethics are to create a culture that fosters trust and a commitment to responsibility, excellence, and institutional and personal integrity, while avoiding conflicts of interest and appearances of impropriety. Siena College will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access.

In exchange for the privileges granted, and as a condition of employment, ITS employees agree to abide by all College policies. ITS employees are expected to read and understand all ITS policies, standards, guidelines and recommendations that are listed on the College's ITS policy web page. It is also the responsibility of ITS staff to monitor the College's ITS policy web page for changes to these documents. In addition, ITS employees must subscribe to the following statements:

- I will take all reasonable precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access college information systems.
- I will not personally access any restricted information if such access is not required in the course of my job, and I will limit access to information contained in or obtained from the systems to authorized people.
- I will use all reasonable efforts to protect confidential information from unauthorized disclosure.

- I will seek guidance from a supervisor or other appropriate administrator whenever I am unsure of the correct decision regarding use, confidentiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.
- I will abide by all licensing and copyright agreements entered into by the College.
- I will not attempt to access, alter, change, modify, add, or delete from any record, report or information system including audit trails and logs outside of the scope of my job responsibilities.
- I will immediately report any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this policy to my supervisor or an appropriate administrator.

This policy applies to ALL information systems owned or operated by the College and to information systems operated by third party providers with which the College has contracted to provide such services. This includes desktop and laptop systems as well as servers, other centrally provided systems, and cloud-based services located off campus or at vendor premises.

#### **IV. Compliance and Sanctions:**

Siena College considers any violation of this policy to be a serious offense. Non-compliance or violation of this policy will subject the violator to disciplinary action up to and including dismissal from the College. Additional legal action may be taken if any federal or state law is violated or if the violation results in any legal action against the College.

#### **V. Governance:**

This policy will be updated by the department of ITS. It will be approved by the Chief Information Officer (CIO).

#### **VI. Exceptions:**

Exceptions can be granted in limited circumstances by the CIO based upon the needs of the College and upon the requestor's written justification.