



Office of Information Security

TENNESSEE TECH

"No longer affiliated" is defined as:

- Students who have graduated or are no longer enrolled
- Faculty or staff who have voluntarily left or have been terminated

“Continuing Active Account Access” for Designated Individuals

- Designated Individuals (Account set for annual review):
 1. A Designated Individual must sign an agreement, in which they agree to abide by TTU Policy 801 (Information Technology Acceptable Use), accept that the account includes no right to privacy, and acknowledge that the University is not responsible for the loss of any data stored on University resources.
 2. A Designated Individual with a TTU email address must complete assigned annual security training. Failure to complete satisfactorily such training in the time period, or violations of security protocol, will result in revocation of digital account access.
 3. A Designated Individual with email access shall have the respective department chairperson serve as sponsor. The account will have an expiration date set for annual review. At that time, the Department Chair can reauthorize the designated individual’s account, or cancel it, as appropriate.
 4. Barring notification, accounts that have not been accessed for ninety days will be deactivated.
 5. A fee associated with these accounts will be covered by the sponsoring department or college.

Example reasons for “Continuing Active Account Access” include but are not limited to:

- Serving on a student committee(s)
- Teaching a class(s)
- Active funded research project being managed by TTU Office of Research
- Actively authoring scholarly publications
- Actively collaborating on grant proposal submissions

Account Annual Review Process:

- Email notice 90 days before account expiration
 - Includes Date of scheduled Expiration for account access
 - “Continuing Active Account Access” for Designated Individual (Renew Form-Fillable form to submit to appropriate entity).

- Approval Process (Requires three signatures)
 - Submit to Department Chair, Dean of College and Provost

List of Emeritus Faculty

The office of the Provost will maintain an accurate list of Faculty awarded Emeritus status

State of Tennessee Enterprise-Information-Security Policies for user access to information systems:

<https://www.tn.gov/content/dam/tn/finance/documents/Enterprise-Information-Security-Policies-ISO-27002-Public.pdf>

Section 5.2.3:

Management of Privileged Access Rights (5.2.3) Users should have the least privileges required to perform their roles as identified and approved by their agency. The allocation and use of privileged access rights should be restricted and controlled.

Section 5.2.6:

Removal or Adjustment of Access Rights (5.2.6) all access rights for employees and external entities to information and information processing facilities should be revoked upon termination of their employment, contract, agreement or change of agency by the close of business on the user's last working day.

Tennessee Technological University Policy:

Policy No. 801- Information Technology Acceptable Use Policy

IV.

A. Tennessee Tech hereby adopts State of Tennessee Acceptable Use Policy Network Access Rights and Obligations as may be amended from time to time
And unless otherwise indicated.

C. Persons accessing or using Tennessee Tech IT resources do not have a right to Privacy in such usage. Also, as a public institution, Tennessee Tech is subject To the Tennessee Public Records Act and may be obligated to provide electronic records pursuant to that law. Accordingly, users should not consider nor treat Tennessee Tech IT resources in the same manner as one's personal computing resources.

F. Users should use computing and IT resources only for Tennessee Tech related purposes. Recreational use should not impact Tennessee Tech operations or violate any local, Federal, or state laws.

I. A user shall not use Tennessee Tech information technology resources for any private or personal for-profit activity. Except for those not-for-profit business activities which are directly related to an employee's job responsibilities or which are directly related to an organization which is affiliated with Tennessee Tech, a user shall not use Tennessee Tech information technology resources for any not-for-profit business activities, unless authorized by the President or appropriate designee.