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# SOUTHSIDE VIRGINIA COMMUNITY COLLEGE INFORMATION TECHNOLOGY SECURITY PLAN

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## **Personnel Security – *Access Determination and Control***

### **Procedure for Granting WLAN Access**

In accordance with the [COV ITRM 501-01](#), standards and procedures must be implemented to ensure the steps necessary for requesting, granting, administering, and terminating Wireless LAN (WLAN) access at the Systems Office and colleges are formalized. SVCC's procedure is as follows:

1. Students may request access to the SVCC student WLAN by contacting Network Services and filling out the [Student WLAN access request form](#). (Attachment H1.1)
2. Access will only be granted to SVCC students. The student must present their SVCC Student ID card.
3. The student must have read, understand, and comply with the SVCC Computer Ethics Agreement, the VCCS Information Security Standard, and the VCCS Information Technology Acceptable Use Standard as given on the SVCC website at: <http://www.southside.edu/student/infosecurity/compethics.asp>
4. Student devices must have antivirus software installed and virus definitions must be current.
5. WLAN access will be approved and authentication/access information will be documented by SVCC Network Services on the Student WLAN access request form.
6. Student WLAN access will be terminated automatically at the end of each semester. WLAN access will also be terminated for any violation of SVCC or VCCS Security policies and / or procedures.
7. SVCC employees may request WLAN access by contacting SVCC Network Services. WLAN access will only be approved for those employees who have fulfilled the requirements of having access to the SVCC wired network, and as approved by their supervisor.
8. Employees may only connect COV owned devices to the SVCC WLAN designated for employee access.
9. WLAN access will be approved and authentication/access information will be documented by SVCC Network Services.