

Queensborough Community College

Remote Faculty Web Server Access Policy

1.0 Purpose

The purpose of this policy is to define standards for off-campus access to the *Remote Faculty Web Server*.

2.0 Scope

This policy applies to all Queensborough Faculty Members who are given access to the *Remote Faculty Web Server*. Though every precaution has been taken, the *Remote Faculty Web Server* does not provide the same level of availability or security as the College Web server.

3.0 Policy

- 3.1 Once a server account has been assigned, the *Queensborough Faculty Member* is then responsible for ensuring the adherence to all Queensborough Community College policies and guidelines, including:
 - 3.1.1 This **Remote Faculty Web Server Access Policy**
 - 3.1.2 The Computer Resources / Email Policy
(http://www.qcc.cuny.edu/Governance/docs/email_policy.pdf)
 - 3.1.3 The Web Site Guidelines
(http://www.qcc.cuny.edu/Governance/documents/April_03_Attachments/Att_G_WebsiteGuidelines.pdf)
- 3.2 Account information must not be shared, distributed or exchanged with anyone other than the person to whom the information was assigned. This includes, but is not limited to, usernames, user IDs, passwords, IP addresses, or any other information which may jeopardize the security of the *Remote Faculty Web Server*.
- 3.3 The *Queensborough Faculty Member* is responsible for informing the Academic Computing Center within 24 hours if:
 - 3.3.1 Their account information has been compromised
 - 3.3.2 Their computer has been infected by a virus, or other malware
- 3.4 All computers connecting to the *Remote Faculty Web Server* must use the most up-to-date anti-virus software. *Queensborough Faculty Members* can download a free copy of Symantec Anti-Virus from the CUNY portal – see **Links** in section 5.0
- 3.5 The following password policy will be enforced on the **Remote Faculty Web Server**:
 - 3.5.1 at least eight characters in length
 - 3.5.2 at least one capital letter
 - 3.5.3 at least one number and
 - 3.5.4 at least one symbol (#, *, <, >, @)
Examples: Fiddo#29 or >fe6LINE

Note: Queensborough Faculty Members may be asked to periodically change their password, but they may contact the Academic Computing Center immediately if they need to change their password for any security reason.
- 3.6 The Academic Computing Center will provide support for creating a **connection ONLY** between the off-campus computer and the *Remote Faculty Web Server*. The ACC cannot provide support for any other issues related to off-campus computers. Recommended software is Adobe Dreamweaver MX or later, WinSCP, and Webdrive – see **Links** in section 5.0
- 3.7 SFTP (Secure File Transfer Protocol) will be used for uploading files to the *Remote Faculty Web Server*. FTP (File Transfer Protocol) is NOT supported due to its lack of security.
- 3.8 The only server side scripting languages supported by the *Remote Faculty Web Server* are **asp** and **asp.net** Note: FrontPage Server Extensions will NOT be supported due to its lack of security.
- 3.9 The *Queensborough Faculty Member* is responsible for maintaining an up-to-date backup of all files that have been uploaded to the *Remote Faculty Web Server*.

3.10Media policy: The following is repeated here from the **QCC Web Site Policies and Procedures** document – section 2.12:

2.12 Hosting Multimedia Materials – Animations, Audio and Video

2.12.1 Location – Multimedia materials will physically reside on a server other than the **QCC production Web server**

2.12.2 Format – A Streaming Media format should be used. The currently recommended streaming format is Microsoft Windows Media

2.12.3 Size – Multimedia materials should be broken into reasonably sized pieces (we recommend 30 minutes or less) so that they can be delivered discretely

4.0 Enforcement

Any user who is found to be in violation of these rules shall be subject to suspension and/or termination of remote access privileges.

5.0 Links

Symantec Anti-Virus (free!)

We suggest that you read these download directions first:

<http://www.qcc.cuny.edu/it/antivirus.asp>

Download via the CUNY eMall on the CUNY Portal (if you don't have an account click "Register Now!" when you get there.)

<https://portal.cuny.edu/portal/site/cuny/index.jsp?epi-content=LOGIN>

WinSCP (free!)

<http://prdownloads.sourceforge.net/winscp/winscp382setup.exe?download>

Webdrive for which Queensborough has a site license (free!)

<http://www.southrivertech.com/cgi-bin/webupdatewiz.cgi?regcode=55-25FN06-206CA6DD-000652-D511&custid=05-01742>

Web Site Guidelines

http://www.qcc.cuny.edu/Governance/documents/April_03_Attachments/Att_G_WebsiteGuidelines.pdf

Dreamweaver 8 academic pricing:

CampusTech - <http://www.campustech.com/>

Academic Superstore - <http://www.academicsuperstore.com/>

Academic Computing Center

718-631-6624