



## Information Security Policy

The purpose of this policy is to ensure the protection of Alternative Dispute Resolution Academy's information resources from accidental or intentional access or damage while also preserving and nurturing the open, information-sharing requirements of its academic culture.

This policy is applicable to all students, faculty, and staff and to all others granted use of Alternative Dispute Resolution Academy information resources. Every user of Alternative Dispute Resolution Academy's information resource has a general responsibility to protect those assets, while some offices and individuals have specific responsibilities.

This policy refers to all Academy information resources whether individually controlled or shared, stand-alone, or networked. It applies to all computer and communication facilities owned, leased, operated, or contracted by the Academy. This includes all networked devices, including but not limited to personal digital assistants, cell phones, personal computers, workstations, minicomputers, other wireless devices such as iPads, and any associated peripherals and software, regardless of whether used for administration, research, teaching or other purposes.

Today, information technology (IT) permeates all aspects of teaching, learning, research, outreach and the business and facilities functions of the Academy. Safeguarding information and information systems is essential to preserving the ability of the Academy to perform its mission and meet its responsibilities to students, faculty, staff, and the citizens whom it serves. State and federal statutes, rules, and regulations, Academy policies and other explicit agreements also mandate the security of information and information systems. Failure to protect the Academy's information technology assets could have financial, legal, and ethical ramifications.

Alternative Dispute Resolution Academy acknowledges its obligation to ensure appropriate security for information systems in its domain of ownership and control. Furthermore, the Academy recognizes its responsibility to promote security awareness