

## POLICY ELEMENTS/TEMPLATE

### Header

Section x	Section Title	mm/dd/yy	-Effective
		mm/dd/yy	-Revised
	Subsection Title	Info Tech Serv.	-Author

**Introduction** A description of the area or function that the policy addresses. What the policy is about.

**Purpose** The rationale for the policy or why it is policy

**Audience** Who does the policy pertain to.

**Definitions** Defines technical language, acronyms, and jargon

**Policy** Actual policy statements go here, including roles and responsibilities

### Guidelines (if any) or Standard Operating Procedures (SOP)

For example, if this policy is about passwords, this section would have something like:

- Passwords must not be easy to guess and they:
  - must not be your Username
  - must not be your employee number
  - must not be your name
  - must not be family member names
  -

**Disciplinary Actions** Should be something like:

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of [AGENCY] Information Resources access privileges, civil, and criminal prosecution.

**Supporting Information** - describes linkages to other institutional policies, Board policies, and/or state or federal laws.

**References** - Citations

**Footer example**