

## **Policy/Guidelines on the use of the Internet Native Banner (INB)**

You must have a signed Statement of Accountability on file with the Banner Office or the Registrar's Office before you can access Internet Native Banner (INB) and the Imaging system.

**As part of my duties and responsibilities as an employee at Georgia State University, I may be given access to the student/applicant/teaching and learning systems, including PAWS, GoSOLAR, iCollege, Canvas, reporting systems, INB and Imaging. The privacy of information in these systems is protected by federal and state law and I acknowledge that it is my responsibility to maintain the privacy of those records and to only use the information for authorized purposes related to my work for Georgia State. I have read the guidelines for the use of these systems and understand all of the requirements set forth in those guidelines. I understand that I may not share system passwords with other individuals except as expressly authorized by my supervisor. I understand that employees may not make changes to their own records, even for business purposes, and that making changes known to be false or misleading to any records is grounds for disciplinary action, up to termination. I further acknowledge that my failure to follow the guidelines may subject me to disciplinary action up to and including dismissal as well as possible legal action.**

Access to certain data may be restricted. Your individual access is based on the level of access assigned to your user id. You should clarify your level of access within your department. The Office of the Registrar must approve all requests for access.

- System IDs are confidential and should be divulged only to authorized personnel.
- Your password is known only to you. Do not share it with anyone.
- The BANNER/GoSOLAR administrator should be notified of any change in personnel that affects a system ID.
- You must change your password every 120 days or less in accordance to the Georgia State University Information Security policy. The password will expire every 120 days and 2 days prior to expiration, users will be prompted to change their passwords.
- You are accountable for information obtained or changed by your user id.
- Student assistants should not have access to INB because of the special nature of their employment. We realize that exceptions may have to be made in situations where student assistants have a valid need to non-sensitive student data. Supervised access can be granted in these special situations by submitting a student assistant INB User ID Request form.
- A user should disconnect from his/her ID any time a terminal is to be left unattended for an extended period (breaks, lunch, etc.).
- A user should not leave a student or faculty record displayed on a terminal that is left unattended.
- Monitors should be placed so that students and visitors cannot see the screen. This helps prevent an unauthorized party from seeing a student's record.
- Reports containing any information that could be construed as being sensitive should be properly stored (i.e., not left in plain view). When you no longer have use for a report, please be certain that it is disposed of promptly and properly.

- All staff members having access to GoSOLAR/INB information should review the statutory requirements of the **Family Educational Rights and Privacy Act (FERPA)** <http://registrar.gsu.edu/academic-records/records-management/ferpa/> and **on university policy and confidentiality of student information** [http://app.gsu.edu/policies/search\\_policies.cfm?view\\_policy=4730](http://app.gsu.edu/policies/search_policies.cfm?view_policy=4730)
- Any questions concerning authorized access or release of student information should be referred to the Office of the Registrar for adjudication.
- Georgia State University prohibits the application or use of any unauthorized external hardware, software, or programming technologies to aid in any functions performed in GoSOLAR or INB Banner. The use of unauthorized technologies may result in disciplinary actions.