

in the 'Conditions of Use', 'Information Security Policy', 'Data Protection Policy' or as deemed appropriate by HR.

3.1.8 IT User Accounts with administrative privileges used remotely

As mandated in the Remote Access Policy, any remote use of administrative functions should be protected by two factor authentication.

This is to limit the risk of outsiders being able to “hack” accounts that could do serious damage across the whole of LSE rather than limited to the scope of a “standard” user account and to minimise the level of damage that could result from a user accidentally leaving such a device unattended and still logged in.

This provision is not yet in place.

3.1.9 Administrative IT User Accounts should not be used for day-to-day activities

Where users with privileged IT User Accounts (i.e. those with elevated access permissions) need to access the Internet or read e-mail, this should be done using an account without administrative privileges.

The reason for this is that any malicious software inadvertently downloaded while using a privileged account will spread across the domain using the same privileges as the account used to download it.

The assignment of accounts with Administrative privileges will be audited, and an appropriate account (with formal 'admin_xxx where xxx is the standard LSE username of the user requesting admin access) will be created.

The process for recording the assignment of admin accounts is laid out in Procedure ISM-PD-104 'Assigning Administrative Accounts on local machines.'

3.1.10 All User IDs shall be assigned by IMT or authorised LSE Staff

All User IDs to identify individuals shall be assigned by IMT or staff authorised by IMT where there is an operational need.

3.2 Access levels

There are a number of different levels of access that can be granted to individual users, depending on their type. The table below describes these levels.

Access level	Description
1	Access to specific externally available applications
2	Authenticated Internet access only from LSE
3	Active Directory account for logging on to LSE domain, but only to specific applications and logged access to the Internet
4	Full Active Directory account and email - lower initial quota
5	Full Active Directory account and email - higher initial quota

3.3 Different types of accounts

Different types of user are entitled to different levels of access, depending on their relationship with LSE and what the primary purpose for being at LSE is. More clarification on the compliance elements of this can be found in the JANET Acceptable Use Policy^v.

^v <http://www.ja.net/company/policies/janet-aup.html>

3.3.6.1 Description

Students registered to do a TRIUM course and registered within and active in the student record system, SITS. Terminates when completed, suspended or withdrawn. Account allocation and de-allocation dates registered in database – fed into account expiry settings.

3.3.6.2 Access Level

Access level 4.

3.3.7 Short course student – Full time

3.3.7.1 Description

Students registered on a short course, registered and active within a short course database. Terminates when completed, suspended or withdrawn. Account allocation and de-allocation dates registered in database – fed into account expiry settings.

3.3.7.2 Access Level

Access level 4.

3.3.8 Short course student – flexible learning with Moodle

3.3.8.1 Description

Students registered on a short course, registered and active within SITS but who require only access to Moodle and will not be full-time at LSE. Terminates when completed, suspended or withdrawn. Account allocation and de-allocation dates registered in database – fed into account expiry settings.

3.3.8.2 Access Level

Access level 1 – Moodle and electronic Library resources

3.3.9 Short course student – other

3.3.9.1 Description

Students registered on a short course, registered and active within SITS but who have no requirement for access to any LSE resources.

3.3.9.2 Access Level

None.

3.3.10 Alumni

3.3.10.1 Description

An alumnus/a is a former student of the LSE who has completed at least one continuous term of a course of study. This does not include External Degree holders, Summer School, Language Course, Occasional students etc. who do not register as students at the School

3.3.10.2 Access Level

Access level 1 – Houghton Street Online. There is no time limitation on Alumni accounts.

3.3.11 Friends and family of student

3.3.11.1 Description

Nominated (but limited) friends and family are granted limited access to externally accessible resources to allow updates to next of kin information.

3.3.11.2 Access Level

Access level 1 – LSE For You.

3.3.12 Staff: salaried or hourly paid, and with a contract of employment

3.3.12.1 Description

Members of staff who are paid via Payroll and have a contract of employment with LSE, including full time members of staff, part time members of staff, hourly-paid staff, students employed as staff, research assistants and graduate teaching assistants, User accounts are withdrawn at the termination of contract where this does not conflict with the completed student grace period of one term- end of year.

Members of LSE Students' Union executive are issued accounts that are treated as staff in this category. Accounts are withdrawn or extended upon information from the SU executive.

3.3.12.2 Access Level

Access level 5.

3.3.13 Staff – contract or temporary

3.3.13.1 Description

Members of staff who are paid via a third party who invoices LSE, including contract staff, agency staff and consultants. An account is provided on request from the department admin or line manager who should also request deletion when the contract ceases.

3.3.13.2 Access level

Access level 5.

3.3.14 Former members of staff

3.3.14.1 Description

Former academic members (e.g. Emeritus academics) and administrative members of the School, where the relevant Head of Service/Department has explicitly agreed to it.

3.3.14.2 Access level

Access level 5.

3.3.15 LSE Enterprise staff – administrative staff

3.3.15.1 Description

Staff of LSE Enterprise who work full-time for LSE Enterprise. LSE Enterprise staff have HR records and the account will expire when the HR record is closed.

3.3.15.2 Access Level

Access level 5.

