TERRA STATE COMMUNITY COLLEGE
Fremont, OH 43420

POLICIES AND PROCEDURES

INFORMATION TECHNOLOGY SECURITY POLICY **Effective 5/25/05**

(A) **INDIVIDUALS USING COLLEGE RESOURCES ARE RESPONSIBLE FOR TAKING STEPS IN REDUCING THE RISK OF THREATS AND MUST TAKE APPROPRIATE SECURITY MEASURES TO ENSURE THE SECURITY OF THE COLLEGE'S SYSTEMS AND DATA. IN ORDER TO PROTECT THE COLLEGE'S RESOURCES AND DATA, ANY DEVICE THAT IS ADDED TO THE COLLEGE'S INTERNAL NETWORKS, INCLUDING WIRELESS INSTALLATIONS, MUST BE CONFIGURED BY AN INFORMATION TECHNOLOGY (IT) STAFF MEMBER PRIOR TO BEING CONNECTED.**

PROCEDURE

1) In addition to being configured by an IT staff member, wireless installations must be properly conducted; otherwise, such installations can expose data on networks which most users believe are secure. Wireless installations must:

- maintain point-to-point hardware encryption of at least 56 bits;
- maintain a hardware address that can be registered and tracked, i.e., a MAC address;
- support strong user authentication which checks against an external database such as TACACS+, RADIUS, or something similar.

(B) THIS POLICY APPLIES TO INDIVIDUALS USING OR OVERSEEING COLLEGE RESOURCES, INCLUDING BUT NOT LIMITED TO:

- **FACULTY, STAFF, STUDENTS, AND OTHER INDIVIDUALS WHO USE DEVICES CONNECTED TO THE COLLEGE'S NETWORK;**
- **DEANS, DEPARTMENT HEADS, AND DIRECTORS, EVEN IN CASES WHERE VENDOR OWNED AND/OR MANAGED EQUIPMENT IS HOUSED OR USED IN DEPARTMENTS;**
- **RESEARCH PROJECT PRINCIPAL INVESTIGATORS AND THEIR COLLABORATORS, IF THEIR PROJECTS USE COLLEGE RESOURCES;**
- **THIRD PARTY VENDORS, IF THEIR PROJECTS USE COLLEGE RESOURCES**.

(C) IN CASES WHERE COLLEGE NETWORK RESOURCES ARE THREATENED, ITS STAFF WILL ACT IN THE BEST INTEREST OF THE

COLLEGE. WHEN POSSIBLE, THE IT STAFF WILL WORK WITH THE RELEVANT DEVICE OVERSEER TO MITIGATE THE THREAT. IN AN URGENT SITUATION REQUIRING IMMEDIATE ACTION AND LEAVING NO TIME FOR COLLABORATION, THE IT STAFF IS AUTHORIZED TO DISCONNECT THE DEVICE FROM THE NETWORK.

(D) ANY DEVICES DISCOVERED ON THE COLLEGE'S INTERNAL NETWORKS NOT IN COMPLIANCE WITH THIS POLICY WILL BE SUBJECT TO REMOVAL BY THE IT STAFF.

(E) EMPLOYEES FOUND TO HAVE VIOLATED THIS POLICY MAY BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.