

THE IT NETWORK

PURPOSE

This policy establishes guidelines and standards for the secure, efficient, and responsible use of the College's network infrastructure and resources. This policy is intended to ensure that the network is reliable, accessible, and optimized to support the academic and administrative needs of the College community.

POLICY STATEMENT

Edison State Community College's wide area network interconnects all of the College's campuses, employing backbones and sub net infrastructures (closet switches, etc.), with servers connected directly to this infrastructure. Temporary connections of non-College equipment to College systems (for special events, vendor demonstration purposes, etc.) must be approved and arranged with the IT Department in advance.

Given the interrelatedness of the College's network, telephone system, and desktop computing, any movement of computer, network, and telephone equipment must be pre-approved and performed by IT Department staff. The campus Maintenance Department should not move any IT equipment or its associated power supplies/regulators without first consulting the IT Department.

IT Security

The IT Department at Edison State Community College maintains an appropriate level of protection from outside intrusions, viruses, and internal security breaches. At a minimum this includes a network proxy server and/or firewall, an up-to-date virus protection, the use of reasonable password procedures, and secure socket layer (ssl) encryption.

Security is based upon best practices recommended in the "Code of Practice for Information Security Management" published by the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC 17799), appropriately tailored to the specific circumstances of the College. Edison State also follows the National Institute of Standards and Technology (NIST) Special Publication 800-53, Revision 3 (NIST 800-53), as the framework for information security controls and implementation, and incorporates security requirements of applicable regulations, such as the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Gramm-Leach-Bliley Act.

Heating, Ventilation, and Air Condition (HVAC)

The College follows the widely accepted set of guidelines for optimal temperature and humidity set points for its data center and closet switches as set forth by the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE), Technical Committee 9.9. These guidelines specify both a required and allowable range of temperature and humidity, and must be followed in order to protect Edison State's sizeable investment in its technology and the critical informational data it hosts.

The campus Maintenance Department should not modify any HVAC equipment or parameters without first consulting the IT Department.

Disaster Recovery

A disaster is defined as an incident rendering the primary network room's equipment inoperable. (Examples of the types of incidents that could cause such a problem include fire, flood, structural collapse, etc.) In the event of such a disaster, a current procedure will be used to coordinate the recovery of the systems with all the pertinent personnel.

The Chief Information Officer (CIO) shall establish procedures for administering this policy.

PERSONS AFFECTED

All Edison State Community College employees and students.