



AMERICAN UNIVERSITY
INFORMATION TECHNOLOGY SECURITY POLICIES

June 19, 2006 *Version 1.1*

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1. INTRODUCTION

Information and communication system resources are essential assets of American University. The entire community (students, faculty, and staff) is responsible for ensuring that computing and communication facilities are used in an effective, efficient, ethical and lawful manner. These security policies are provided to all members of the university community to establish requirements for each individual to follow in order to safeguard the university's academic and administrative information resources.

Security best practices are continually being refined to reflect changes in technology and new sources of risk. In developing standards, OIT seeks guidance from other universities, professional security organizations, proprietary vendor sources, and the university's internal and external audit firms. Recommendations sourced from external organizations are adapted to meet the specific needs of the AU community. Special consideration is given to meeting the specific requirements of laws and regulations such as HIPPA, FERPA, Gramm-Leach-Bliley, etc.

While these policies identify many roles and responsibilities for safeguarding information resources, they cannot possibly cover every situation or future development. Therefore, this is to be considered a "living document" which will be modified or changed as needs require. It will be reviewed on at least an annual basis for corrections and to ensure compliance with current rules and regulations. You are encouraged to submit your suggestions for improvement to <CIO@american.edu>.

The complete document will be maintained for access on the OIT website. It will also be made available in computer labs and other campus locations frequented by faculty, staff and students.

2. PURPOSE

American University conducts significant portions of its operations via wired and wireless computer networks. The confidentiality, integrity and availability of the information systems, applications, and data stored and transmitted over these networks are critical to the university's reputation and success. AU systems and data face threats from a variety of ever-changing sources. AU is committed to protecting its systems and data from these threats, and therefore has adopted the following objectives to achieve a reasonable degree of information technology security:

- To enable all members of the university community to achieve their academic or administrative work objectives through use of a secure, efficient, and reliable technology environment
- To protect academic, administrative, and personal information from current and future threats by safeguarding its confidentiality, integrity and availability
- To establish appropriate policies and procedures to protect information resources from theft, abuse, misuse, or any form of significant damage while still enabling community members to fulfill their roles effectively
- To establish responsibility and accountability for information technology security

- within the organization
- To encourage and support management, faculty, staff and students to maintain an appropriate level of awareness, knowledge and skill to enable them to minimize the occurrence and severity of information technology security incidents
 - To ensure the university is able to effectively respond to, contain, and address significant security incidents, while being able to continue its instructional, research, and administrative activities

There is no interest on the part of the university to abridge academic freedom or personal speech rights, nor to monitor or track personal behavior for reasons unrelated to technical operations or compliance with these policies. Automated procedures are used to assess and process potentially relevant activity, thereby limiting the degree of individual staff involvement.

3. APPLICABILITY

These policies apply to all members of the university community, including students, faculty, staff, vendors, volunteers, contractors, consultants and any other person having access to AU institutional information or technology resources.

These policies apply to all electronic information system resources of American University. This includes hardware and software used to process, store, retrieve, display and transmit electronic representations of data, voice, and video content, magnetic media such as hard drives, data and video tapes, floppy disks, and related printed matter such as training material, procedure manuals, risk assessment documents, and business continuity plans.

Technology hardware and software owned, leased, or licensed by American University is covered by this policy. Personally owned equipment is also covered if it is used to process AU institutional information or is connected, directly or indirectly, to the AU network. The university will not access or modify software or information stored on personally owned equipment without permission of the owner; however, access to the AU network may be denied or limited unless these policies are complied with fully.

Requirements and prohibited practices outlined in these policies may be augmented by individual schools, colleges, departments or offices to meet unique needs.

4. SECURITY ROLES AND RESPONSIBILITIES

Information technology security is the responsibility of all students, faculty, and staff. Every person handling information or using university information resources is expected to observe these information technology security policies and procedures, both during and, where appropriate, after his or her time at the university.

Development of these policies is the responsibility of the Chief Information Officer. Implementation is managed by OIT, in some cases with the assistance of designated

personnel with security responsibilities in other areas of the university, and with appropriate legal review. Overall supervision is provided by senior management of the university with advice as needed provided by the Information Technology Security Project Team.

OIT will provide assistance to all members of the university community to facilitate compliance with these policies through the publication of security alerts, guidelines, technical documentation, and support for an ongoing security awareness program.

Since OIT cannot be directly responsible for all campus technology resources, users throughout the community share in the task of maintaining information technology security. In larger or more complex departments, there may be one or more employees assigned to provide departmental personal computer support. It is expected that these technical support administrators will employ OIT recommended practices and procedures, and cooperate with OIT in addressing security problems.

Although OIT controls access to the AU network and application systems, individual end users control access to their personal computers and the files and applications installed on them. Therefore, the user of an individual computer is responsible for determining who has access to locally stored data and applications and for managing the appropriate level of access.

5. STANDARDS

American University's technology environment is a shared and limited community resource potentially subject to both malicious and unintended abuse. Computing systems and other specialized devices have the potential to introduce security risks, especially when they are attached to a communications network. To mitigate risk, standards for managing and securing applications, workstations, servers, network devices, and third-party services have been developed.

As new equipment or applications are introduced into the environment, a risk assessment should be conducted to ensure compliance with these standards prior to use or network attachment. OIT staff and the university's internal and external auditors will periodically conduct compliance reviews and test for vulnerabilities in university-owned systems and networks to ensure that systems and applications are updated as new vulnerabilities are discovered and threats revealed.

Key terms used in these standards are delimited as follows:

Individuals

Access to the network requires an authorized relationship with the university, normally evidenced by the existence of current credentials within the Colleague system. In addition, users must:

- Agree to abide by all applicable policies as evidenced by reading and accepting the *Information Technology Security Policies* upon first use of the network, and at subsequent periodic intervals
- Cooperate with the process of registering each device used for network access, including desktop and laptop computers, PDAs, docking stations, and gaming devices
- Be generally familiar with the operating procedures and unique requirements of the devices and software applications they use

When coupled with following requirements and responding appropriately to emergency alerts, each user should be able to demonstrate reasonable diligence in the use of AU technology facilities.

University Guests or Members of the Public

Guests of the university – for example, a visiting parent or lecturer – or members of the public – for example, someone visiting AU in its role as a Federal Depository Library – may require temporary access to the AU network. Public access is directly available via the wired network at selected public workstations within the AU libraries. In addition, ten buildings on campus provide wireless public Internet access to subscribers of the T-Mobile HotSpot service. Guest users provided Internet access through the AU network may be subject to special access restrictions. T-Mobile subscribers are subject to the Terms and Conditions of their T-Mobile Service Agreement.

Network-Attached Devices

In order for a device to communicate with the Internet or other devices attached to the AU network, it must first:

- Be associated with an authorized individual
- Have its device identifying characteristics registered in a database
- Be automatically examined (and modified if necessary) to ensure compliance with these policies

This will provide reasonable assurance that the device is not in a state which could result in disruption to the network or exposure of sensitive information, and establish a measure of individual accountability.

Confidential or Sensitive Information

Confidential or sensitive information includes but is not limited to an individual's name in conjunction with any of the following:

- Social Security Number
- Credit card information
- Income and credit history
- Bank account information
- Tax return
- Asset statement

- Medical records
- Library records

5.1 Requirements

Personal

5.1.1 Network User Names and Passwords

Logical access controls can prevent or discourage unauthorized access to information resources and help ensure individual accountability. Therefore, individual users must be identified and granted appropriate levels of access to network devices by means of a unique User Name coupled with a password or some other form of secure authentication process. A unique User Name is required to provide for individual accountability in audit logs, etc. For this reason, generic or group IDs are not permitted.

Default manufacturer passwords must be changed. Replacement passwords must be composed in accordance with the following naming convention:

- Passwords must begin with an alphabetic character, contain either numbers or symbols, and must be at least six (6) characters in length
- Passwords may not be repeated within the past year
- Passwords should be changed frequently, but are required to change every ninety (90) days

See Appendix A.2 for additional information.

5.1.2 Secure Verification of User Name and Password

Under some conditions, it is possible to eavesdrop on network traffic. For this reason, all User Name and password authentication procedures (except one-time password authentication systems) must use an encryption mechanism. This means that only encrypted versions of popular e-mail, file transfer, and other network access programs may be used. Additional details about using encrypted protocols for these functions can be found on the technology Web site.

5.1.3 Information Technology Security Policies

During the device registration process, the user is presented with the current version of the *Information Technology Security Policies* and asked to indicate acceptance of its terms.

5.1.4 Third-Party Services

When a third-party is used to provide services or to store data which may be subject to the provisions of these policies, security requirements should be considered and made part of any contractual agreements. Such vendor agreements must include appropriate safeguards for the security of the

university's information and resources and audit rights. Consult with the Director of Contracts and Procurement to ensure that contract/agreement language is appropriate. See Appendix A.5 for additional information. Vendors and independent contractors (hereinafter collectively "Vendors") may only have access to the minimum necessary information to perform the tasks for which they have been retained. Vendors must comply with all applicable AU policies and practices. Vendor access must be uniquely identifiable. Major vendor work activities should be logged and include such events as personnel changes, password changes, milestones reached, deliverables, and arrival and departure times.

Upon departure of a vendor employee, the vendor must be required to return or destroy all sensitive information, and surrender all AU identification badges, access cards, equipment and supplies immediately.

Hardware

5.1.5 Device Registration

Each device must be registered upon first use, and re-registered at the frequency then in effect for the type of user. Device registration records the unique network media access control (MAC) hardware identifier assigned to the device by its manufacturer, the user's AU ID number, and operating system type. In order to register a device, the user must provide a valid AU network User Name and password

5.1.6 Assignment of Network Identifiers

In order to ensure reliable network operation, all devices must be configured to accept the assigned Internet Protocol (IP) numeric address, AU-generated identifying name, and other network parameters which are automatically assigned each time a network connection is established. The use of permanent network identifiers is restricted to OIT-managed or approved devices.

5.1.7 Equipment Disposal

Sensitive university academic or administrative information is likely to be present on storage media associated with obsolete or surplus equipment intended for disposal. University-owned technology equipment must therefore be disposed of by the university's asset management contractor. Disposal guidelines can be found in the university's Records Retention and Disposal Policy.

Software

5.1.8 Anti-Virus Software

Computers infected with viruses or malicious code can jeopardize information technology security by contaminating, damaging, and destroying data.

Therefore, anti-virus software must be installed and operating with the most current list of virus definitions. The university has licensed anti-virus software for use by every AU student, faculty, or staff member using the network. Additional details about choosing and implementing anti-virus software can be found on the technology Web site.

5.1.9 Firewall Software

All personal computers must use firewall software which must be operating, and configured according to AU guidelines. Additional details about host-based firewall software can be found on the technology Web site.

5.1.10 Licensed Software

Software installed on any AU computer system must be legally licensed. Audits may be conducted at any time to ensure this objective. AU department heads are responsible for ensuring that no software license usage in their department exceeds purchased levels and arranging for additional licensed copies when needed to support instructional or administrative activities.

5.1.11 Software Patch Updates

All currently available security patches for operating systems and application software must be installed. Software for which security patches are not routinely made available should not be used on the AU network. Additional information about maintaining software currency can be found on the technology Web site.

Future Implementation Pending Technology Development and Implementation

5.1.12 Network “Health Check”

All computers connected to the AU network are required to undergo an automated evaluation to determine if certain software settings and applications are correctly installed and operational. As a result of this evaluation, the user may be required to install new software or reconfigure existing software before unlimited network access is granted. Access to Internet resources needed to accomplish any required upgrades will be permitted. The university will not access or modify software or information stored on personally owned equipment without permission of the owner; however, access to the AU network may be denied or limited unless these policies are complied with fully. See Appendix A.4 for additional information.

5.1.13 Secure Data Transmission

When employees are working at an off campus location and remotely connecting to systems on the AU network, an encrypted communication channel must be used in order to protect the confidentiality of User Names, passwords, and university records containing personal, confidential, or legally protected information. This is also necessary when using the on-campus wireless network.

A general-purpose encrypted communication link can be accomplished through use of “virtual private network (VPN)” technology. Current detailed information about available methods of encrypting communications can be found on the technology Web site.

Generally, a user will be required to go to a special Web site from which a menu of AU applications will be available for selection. By accessing the AU network via this special web interface, the security requirements of this section will be met. When using VPN technology with personal equipment, users must understand that their machines are acting as an extension of AU's network, and as such are subject to the same rules and regulations that apply to American University-owned equipment.

5.1.14 Secure Data Storage

Sensitive personal information must be stored within university systems using an approved method of encryption to help secure the data in the event of unauthorized access. This requirement is especially important when information is stored on portable devices. Detailed information about available methods of encrypting data will be posted on the technology Web site.

5.2 Prohibited Practices

5.2.1 General Activities

Users may not engage in any unlawful purpose or transmit material in violation of applicable local, state or federal laws or university regulations. Users must not purposely engage in activity that may harass, threaten or abuse others; degrade the performance of information resources; deprive an authorized user of access to a technology resource; or attempt to circumvent AU's security measures.

Users must not attempt to access data or programs contained on university systems for which they do not have authorization or explicit consent, and may not share account(s), passwords, security tokens, or similar information or devices used for identification and authorization purposes.

Users must not take any action that violates the university's codes of conduct, academic integrity policy, Staff Personnel Policies Manual, Faculty Manual, information technology security policies or other applicable policy of law. In the event of a conflict between policies, the more restrictive policy shall govern.

5.2.2 Commercial Use

AU technology resources may not be used for solicitations, commercial purposes, or any business activities for individuals, groups, or organizations without prior permission obtained from the Chief Information Officer. Note that this policy does not apply to the promotion of scholarly works by faculty members.

5.2.3 Copyright and Illegal Software and Materials

Users are prohibited from making or using illegal copies of copyrighted materials or software. This includes illegally downloading software and materials from the Internet. No illegal copies of such materials or software may be stored on university systems, or transmitted over university networks. Users may not copy software applications from one PC to another unless legally permitted.

5.2.4 E-Mail

The following activities are prohibited because they impede the functioning of electronic mail systems and may expose sensitive data to unauthorized access:

- Sending or forwarding chain letters
- Sending unsolicited messages to large groups except when necessary to fulfill the academic or administrative mission of the university
- Sending excessively large (for example, over 30 million characters) or numerous (for example, over 1,000) messages except when coordinated in advance with OIT
- Intentionally sending or forwarding e-mail containing computer viruses
- Sending, forwarding or receiving confidential or sensitive academic or administrative information through non-AU e-mail accounts. Examples of non-AU e-mail accounts include, but are not limited to, Hotmail, Yahoo mail, AOL mail, Gmail, or e-mail provided by other Internet Service Providers. Confidential AU information must not be stored in or transmitted through public facilities unless approved by OIT.

See Appendix A.6 for additional information.

5.2.5 Network Monitoring

Users may not conduct network scans searching for other connected devices or conduct any form of network monitoring that will intercept data not intended for the user's computer, unless this activity is a part of an authorized employee's normal job duty. Users must not download, install or run programs designed to reveal or exploit weaknesses in system security such as password discovery programs, packet sniffers, or port scanners.

5.2.6 Server and Network Operations

Unless specific authorization is received from OIT, individual users or departments must not operate DHCP, DNS, proxy, e-mail, remote access, or connection sharing servers. Users may not implement individual or department servers for anything other than academic purposes or which consume a disproportionate share of network bandwidth. Examples of prohibited servers could include music and video sharing systems and gaming servers. External DNS providers may not be caused to advertise services at AU network addresses. Users or departments must not install individual network components such as switches, routers, or wireless access points, or tamper with

any network wiring. However, wiring hub devices are permitted.

5.2.7 Wireless Communication

Installation, engineering, maintenance, and operation of wired and wireless networks serving university faculty, staff, or students on any property owned or tenanted by the university are the sole responsibility of OIT. Individuals and departments may not independently deploy wireless networking products without the involvement of OIT.

6. ENFORCEMENT

Violations of this policy must be reported to the CIO who will investigate the incident and take appropriate remedial actions. Remedial actions could include, without limitation, the following:

- temporary or permanent loss of access privileges
- university sanctions as prescribed by student, faculty, or staff behavioral codes, including dismissal or termination from the university
- remedial education
- monetary reimbursement to the university or other appropriate sources
- prosecution under applicable civil or criminal laws (violations of local, state and federal law may be referred to the appropriate authorities)

The university may take any action that is necessary to investigate and address violations of these policies, including temporarily or permanently terminating network access or computer use privileges pending the outcome of an investigation or a finding that this policy has been violated.

In order to ensure compliance with these policies, OIT may:

- Monitor network traffic for the detection of unauthorized activity and intrusion attempts
- View or scan any file or software stored on university systems or transmitted over university networks
- Carry out and review the results of automated network-based security scans of systems and devices on the university network in order to detect known vulnerabilities or compromised hosts
- Report recurring vulnerabilities over multiple scans to the departmental head or other appropriate manager
- Take steps to disable network access to affected systems or devices if identified security vulnerabilities deemed to be a significant risk to others have been reported
- Act unilaterally to contain the problem, up to and including isolating systems or devices from the network (although every effort will first be made to seek the cooperation of the user or appropriate contact for the system involved)
- Coordinate investigations into any alleged computer or network security

- compromises or security incident
- Cooperate in the identification and prosecution of activities contrary to university policies or legal requirements. Actions will be taken in accordance with relevant university policies, codes and procedures with, as appropriate, the involvement of the general counsel's office, campus police, and law enforcement agencies

Violations, complaints, or questions about this policy should be directed to <CIO@american.edu>. See Appendix A.1 for additional information.

7. ACCESS TO UNIVERSITY RECORDS

The university provides limited access to academic and administrative data to those whose educational or administrative responsibilities require it to perform their job function. Multiple levels of access exist which are generally determined by the nature of the position held rather than by the individual. This practice helps to ensure that data access restrictions are consistent and based on legal, ethical, and practical considerations. The university expects all custodians of its academic and administrative records to access and utilize this information in a manner consistent with the university's need for security and confidentiality. Each university functional unit must develop and maintain clear and consistent procedures for access to academic and administrative data within its area of responsibility, and review access levels and procedures regularly.

Note that nothing in these policies precludes or addresses the release of institutional data to external organizations or governmental agencies as required by legislation, regulation, or other legal vehicle.

Access Rights and Responsibilities

Access rights for certain applications are automatically assigned based on role. Others, such as those for the Datatel Colleague and Benefactor systems require intervention by OIT to maintain proper security. To request access rights for these systems, submit the access request form found at <www.american.edu/technology/accounts/>. OIT will confirm approval of the request with the appropriate department manager or other university data custodian. Department managers must ensure that their representatives maintain only those access privileges required to perform their official job functions.

Users may only access, change, or delete data as required in fulfillment of assigned university duties. The following examples of prohibited behaviors are illustrative, not exhaustive:

- Do not change data about yourself or others for reasons other than usual administrative purposes
- Do not use information (even if authorized to access it) to support actions by which individuals might profit (e.g., a change in salary, title, or band level; a better grade in a course, financial aid, parking permits, student account)
- Do not disclose information about individuals without prior supervisor authorization

- Do not engage in any type of unauthorized data analyses (e.g., tracking a pattern of salary raises; determining the source and /or destination of telephone calls or Internet protocol addresses; exploring race and ethnicity indicators; looking up grades)
- Do not circumvent the nature or level of data access given to others by providing access or data sets that are broader than those available to them via their own approved levels of access (e.g., providing a university-wide data set of human resource information to a co-worker who only has approved access to a single human resource department), unless authorized
- Do not facilitate another's illegal access to AU's administrative systems or compromise the integrity of the systems or data by sharing your passwords or other information
- Do not violate university policies or federal, state, or local laws in accessing, manipulating, or disclosing university administrative data
- Do not release institutional data to internal departments, external organizations or governmental agencies without prior approval of your supervisor
- Do not copy for personal use any university document unless authorized
- Do not retrieve, view, or examine any university document or file, except those to which you are given access or otherwise authorized to handle

Everyone having access to confidential academic or administrative records is required to sign a statement agreeing to adhere to these policies prior to obtaining access privileges. The current agreement can be found on the technology Web site. Enforcement of these guidelines will be pursued as outlined in Section 6 of this document.

Privacy

All files created or maintained on university-owned computers or stored within university-owned systems are subject to university privacy policies. While access to files is limited to those intended to have it, authorized university officials can examine the contents of all files and operational logs maintained on university-owned equipment. Although every effort is made to respect the privacy and confidentiality of users' files, the university reserves the right to view or scan any file or software stored on university systems or transmitted over university networks. This will be done periodically to verify that software and hardware are working correctly, to preserve data for backup purposes, to look for disruptive forms of data or software such as computer viruses, to audit the use of university resources, and to ensure compliance with the law and with university policies.

All files are further subject to external review and possible public release resulting from a search warrant or subpoena issued and served pursuant to law. Disclosure of information from system logs or other usage records to officers of the law or to support internal disciplinary proceedings is only permitted when required by and consistent with the law, or when there is reason to believe that a violation of law or of a university policy has taken place. All external requests for information from system logs or other usage records must be submitted to the Office of General Counsel for review.

8. REPORTING A SECURITY BREACH

Because specific processes have been established to address security breaches, any suspected security breach should be reported immediately to the Chief Information Officer, CIO@american.edu, or the Executive Director of Risk Management and Safety Services, pat@american.edu.

9. DATA BACKUP AND RECOVERY

Production servers and computers offering shared network resources are backed up regularly to provide protection against hardware failures and other disasters. Backup tapes are also rotated off-site regularly.

Individual computers are not backed up by OIT. It is strongly recommended that users make individual backups of critical data. This may be done by copying important information to the user's network storage drive, which will be backed up by OIT on a regular basis.

A formal business continuity plan for technology resources is currently under development.

10. SECURITY AWARENESS AND TRAINING

It is essential that all aspects of information technology security, including confidentiality, privacy and procedures relating to system access, be incorporated into formal student, faculty and staff orientation procedures and conveyed to existing university community members on a regular basis.

All new employees are given a copy of these policies and required to participate in an orientation program in which they are fully explained. New students attend orientation sessions in which these policies are distributed and discussed. An annual OIT publication (*Getting Connected: Your Guide to Information Technology Resources at American University*) is provided to all members of the community and highlights the most significant of these policies. The full text of these policies is also made available on the university's web site.

OIT holds quarterly meetings with identified departmental technical coordinators at which current and pending security issues such as internal security bulletins, recently discovered exploits and measures, and incident reports are discussed and reviewed, and new potential risks are identified and planned for. OIT also hosts a security website containing valuable information on information and system security.

Managers should review, at least annually or upon job description change, the duties of personnel under their supervision to determine if the position is one of special trust. Personnel whose duties bring them into contact with confidential or sensitive information should be required to provide written assurance of their intention to comply with the university security policies and attend an awareness and training program at least annually and receive periodic security briefings as necessary.

APPENDIX – General Guidelines

A.1 General Use

AU encourages everyone associated with the university to act in a manner that is fair, mature, respectful of the rights of others, and consistent with the educational mission of the university.

Users should be alert to and report any abnormal behavior exhibited by computers or software applications since this may indicate the existence of a malicious program undetected by anti-virus software. Help to prevent problems by responding to suspicious network activities and unauthorized system use by reporting such activities to OIT by e-mail or by calling the Help Desk.

A.2 Network User Names and Passwords

Passwords are the first line of defense for the protection of AU information system resources. Using good passwords will help reduce the possibility of unauthorized access and abuse of information. Below are some simple suggestions to assist with proper password management:

- Try to imagine a formula for constructing a password so that it is easy to remember and therefore will not need to be written down
- It would be ideal if you can type your password quickly without having to look at the keyboard so that it is more difficult for someone to observe your password by watching over your shoulder
- Immediately change your password if it has been disclosed
- Take special care to protect all software and files containing formulas and algorithms used for the generation of passwords
- Never use your login name in any form as a password – either as-is, reversed, capitalized, doubled, etc.
- Avoid personal names as passwords – yours, your spouse, children, etc.
- Avoid using personal information as passwords that could readily be obtained or guessed – this could include license plate numbers, pet names, telephone numbers, social security numbers, the brand of your automobile, zip code, the name of the street you live on, etc.
- Avoid a password using several repeating digits or letters
- Avoid using words unless combined with numbers or punctuation marks
- Avoid using the “remember password” feature of applications
- Where possible, configure devices with separate accounts for privileged and unprivileged access. Then, authenticate with an unprivileged account rather than a privileged account, switching to the privileged account only when and for as long as necessary while logging all activity

Note that password changes on all centrally-managed systems are synchronized so that one change updates all systems with the same password.

A.3 Physical Security

Physical controls are often viewed as involving only physical access to a facility. However, physical controls also include access to controlled areas within a facility, access to computers or other network devices, handling of laptops, and location and handling of printers. Unauthorized access to an unattended device can result in harmful or fraudulent use of the device or exposure of sensitive information stored within it or accessible through it. Therefore, whenever possible, devices should be configured to lock and require re-authentication if left unattended.

Access to AU facilities should be controlled in a manner that provides security to the AU community and assets and provides for the detection of perimeter breaches. Since no physical security measure will withstand all intrusions, AU facilities should always be provided with a degree of physical protection commensurate with the value of the assets in, around, or accessible from that facility.

Users should protect their workstations in a manner that precludes unauthorized access to AU information resources. This would include logging out of computers when left unattended or invoking a password protected screen saver to deter unauthorized use. Encryption of files that contain protected information should be considered for the storage of protected information.

Laptop computers require special consideration in addition to those regarding general purpose desktop computers. When not in use the laptop should be stored in a locked cabinet or desk drawer, or otherwise secured with some type of physical locking device. When traveling, maintain physical control of the system at all times, and consider the use of removable media for storage of protected information while on travel.

Note that all AU facilities must also adhere to all local, state and national electrical, fire, and other appropriate codes and insurance requirements.

A.4 Elimination of Unnecessary Programs

Many devices automatically enable a variety of programs which are not necessary for the user's normal operating purpose (for example, allowing remote access). All unnecessary programs should be disabled. Additional details about identifying and disabling unnecessary programs can be found on the technology Web site.

A.5 Third-Party Services

Where appropriate, review documentation about the service provider's security controls (for example, in their "Statement on Auditing Standards (SAS) No. 70 Service Organizations" report).

A.6 Electronic Mail Usage Guidelines

E-mail service is primarily provided to support the academic and administrative functions of the university, and is intended to be a convenient way for students, faculty, and staff to communicate with one another and colleagues at other locations. It is not the practice of AU to monitor the contents of electronic mail messages. However, the information in electronic mail files may be subject to disclosure under certain circumstances; for example, during audit or legal investigations.

Users should not send e-mail so that it appears to have come from someone else or from an anonymous source. Users should not send unsolicited advertising via e-mail, or distribute communications that are intimidating or harassing.

Users should be aware that legal restrictions on sending or receiving copyrighted, obscene, and / or objectionable material may apply and use discretion when forwarding messages to others.

A.7 Internet Usage Guidelines

AU provides Internet access primarily to enable the conduct of academic and administrative activities in support of the university's mission. The following guidelines for Internet usage should be noted:

- Access to Internet resources from on-campus AU facilities must be made using Internet access arranged or approved by OIT
- When using the Internet from the AU network, you are presenting yourself as a representative of the university and should conduct yourself in accordance with all aspects of these security policies
- Users must not download material from the Internet that is subject to copyright or other intellectual property right protections unless the material is governed by fair use principles or express permission to do so is granted by the material owner

Users are encouraged to verify the authenticity and accuracy of materials sent via the Internet, and to use good judgment when deciding whether to download or open materials from people they do not know and organizations they did not contact.

AMERICAN UNIVERSITY
INFORMATION TECHNOLOGY SECURITY PROJECT TEAM
Fall 2006

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Provost

Bill DeLone Sr. Associate Dean, Kogod School of Business
Billie Jo Kaufman Professor & Director of Law Library, WCL
Diana Vogelsong Librarian, University Library
John Richardson Director, Center for Teaching Excellence
Linda Bolden-Pitcher Registrar, Office of the Registrar
Sharon Alston Director of Admissions, Office of Enrollment
Brian Yates Chair, Faculty Senate Committee on Information Services

VP Campus Life

Faith Leonard Assistant VP & Dean of Students

VP Finance

Vacant Chief information Officer (CIO)
Carol Wisniewski Director of Payroll, Payroll Office
Pat Kelshian Executive Director, Risk Mgmt. & Safety Services

VP University Relations

Christopher Rael Director, Dev. Info Svcs, University Relations

General Counsel's Office

Thi Nguyen-Southern Associate General Counsel, Office of General Counsel