

**I. Title:**

Alabama State University Office of Technology Services Policy

II. Policy Statement:

Alabama State University (ASU) Office of Technology Services Policy is a collaborative effort that requires a steadfast commitment from all personnel, including administrators, students, and users of information systems, along with vendors, contractors, and other relevant third parties. Additionally, by being aware of one's roles and responsibilities concerning ASU information systems, all relevant parties are helping promote the Confidentiality, Integrity, and Availability (CIA) principles for information security in today's growing cybersecurity challenges.

III. Scope:

The ASU Office of Technology Services Policy is inclusive of policies for the following:

- Acceptable Use Policy
- Access Control Policy
- Audit and Accountability Policy
- Awareness and Training Policy
- Clean Desk Policy
- Clear Screen Policy
- Configuration Management Policy
- Hardware Sanitization Policy
- Identification And Authentication Policy
- Incident Response Policy
- System Maintenance Policy
- Media Protection Policy
- Personnel Security Policy
- Physical Protection Policy Privacy Policy
- Risk Assessment Policy
- Security Assessment Policy
- System and Communication Protection Policy
- System and Information Integrity Policy

IV. Effective Date:

Immediately upon approval by the ASU Board of Trustees

V. Audience:

The ASU Office of Technology Services Policy applies to all faculty, staff, students, and contractors (i.e., part-time, full-time, and temporary) who connect to the ASU network. Responsibilities include adhering to the University's information security policies, procedures, and practices and not undertaking any measures to alter such standards on any ASU information systems. Additionally, end users are to report instances of non-compliance to the Office of Technology Services, specifically those by other users. While undertaking day-to-day operations, end users may also notice issues that could impede the safety and security of ASU information systems and are to report such instances immediately to senior authorities.

VI. Policy Management:

Responsible Office: Office of Technology Services

Responsible Officer(s): Vice President of Technology Services.

VII. Definitions:

Described in the Office of Technology Services Policy Manual

VIII. Procedures:

Described in the Office of Technology Services Policy Manual

Document History

Approved by BOT: October 24, 2024