Information Technology Policy
Information Technology

Purpose
The purpose of this policy is to state the codes of practice with which the University aligns its information technology security program and documents the best practices and standards with
which the University aligns its security activities.

Scope
This policy is applicable to all employees, contractors, and consultants affiliated with Stetson University. This policy also applies to all information and information systems owned and/or administered on behalf of Stetson by employees.

Users are required to:
- Read and acknowledge policy.
- Adhere to and maintain the standards and guidelines defined by the owners and the custodians of the information and information systems.
- Practice due care to protect Stetson University information and information systems.
- As warranted, adhere to audits and regulatory changes to ensure policy compliance.

Definitions
- **Code of Practice for Information Security Management (ISO/IEC 27002:2005)**: The international standard that defines guidelines and general principles for the effective management of information security within an organization. It is a risk-based framework widely used to guide establishment of security standards and management practices.

- **Family Educational Rights and Privacy Act (FERPA):** Federal law enacted to protect access to student records and provide control over the disclosure of information from these records.

- **Gramm-Leach-Bliley Act (GLBA):** Federal law enacted to control how financial institutions deal with the private information of individuals.

- **Health Insurance Portability and Accountability Act (HIPPA)** : A Federal law enacted to set national standards for the security of electronic-protected health information.

- **Information Security:** Concepts, techniques, technical measures, and administrative measures used to protect information assets from deliberate or inadvertent unauthorized acquisition, damage, disclosure, manipulation, modification, loss, or use.

- **Information Technology Security Program:** Large combination of administrative, physical and technical protections, representing multiple layers of preventive, detective, and corrective security controls strategically deployed to ensure the availability, integrity, and confidentiality of the University's information resources.

- **International Organization for Standardization (ISO):** World's largest developer of standards. The organization is made up of representatives from governmental and private sector standard bodies, e.g. the American National Standards Institute.

- **Payment Card Industry Customer Information Security Program (PCI):** Comprehensive set of payment application security requirements designed to ensure the confidentiality and integrity of customer information.

Policy Statement

The University's information technology security program 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 27002:2005), appropriately tailored to the specific circumstances of the University.

The program also incorporates security requirements of applicable regulations including, but not limited to, the Family Educational Rights and Privacy Act, Payment Card Industry Customer Information Security Program, Gramm-Leach-Bliley Act, and Health Insurance Portability and Accountability Act. Professional organizations, such as the national EDUCAUSE Association serve as resources for additional effective security practices.

The ISO/IEC 27002:2005 Code of Practice and other sources noted above are used to guide development and ongoing enhancement of additional information technology security policies as needed.

The list of policies below establishes the standards and procedures to be used to ensure the confidentiality, integrity, and availability of Stetson's information resources.

- **Acceptable Use**
- **Change Management**
- **Data Classification**
- **Password/Passphrase Management**
- **User Account Management**
- **User Verification (internal only)**

Questions

If you have questions or concerns regarding this policy or other Information Technology Security Policies, please contact the Office of Information Technology via phone: 386-822-7045, or email: support@stetson.edu.