

IST Security Guidelines

Hardware

A variety of cable management is stored on LL-464 shelving and includes 2 types of cable traps, 1 hub slot lock fastener, 1 hex adapter foot, and 1 washer. These can be used to create cable security for computing and non-computing items. Also available on the shelving are Master locks/keys.

Generally cable management is super-glued to the item with a cable running through the opening, wrapped around furniture, and secured with a Master lock. However, the new Dell computers now come with their own locks.

SANS technicians are currently handling all lockdowns of workstations and printers, while Operations Support handles lockdowns of miscellaneous other equipment.

Network

Open access (no authentication) on all computers in Library buildings for the public. Novell authentication is required for employee computers and public printer server computers to reach networked services (i.e. printing).

Software

Faculty/Staff computers with Windows XP are given USER access only by default. IST maintains an ADMIN access to these computers. This applies to both Library and non-Library customers of IST.

Exceptions with justification allow for a second ADMIN account that the Faculty/Staff can use, if needed. Some non-Library customers (those supported by Brock Allen) are given ADMIN access with a caveat --- IST will wipe the computer and place a fresh image, if anything requires IST intervention.

Proof of License must be available to IST, before IST staff can load software to a computer.