

## School of Engineering, Computer & Mathematical Sciences

# COMP718 Information Security Management

## Group Assignment: Security Policy Evaluation and Report

## This assessment is worth 20% of your final grade for the course.

**THE TASK:** You are a team of **three** information security consultants. You have a contract with a newly established private teaching institution called NewLearn that offers tertiary qualifications, average number of enrolled students es expected to be about 500. Staff numbers are fluctuating between 30 and 50. NewLearn owns a campus computer network with both wired and wireless access and the teaching and learning platforms and resources that are hosted on the campus network can be accessed on and off-campus. On campus, Internet access is provided to staff and students. In addition, NewLearn uses a trusted cloud service provider to store the backups of the student database.

The institution is in the process of developing their information security programme, including information security policies. Being aware of the similarities between teaching and learning institutions, NewLearn has decided to follow best practice examples (if they are readily available) when developing their own security policies. As part of your contract, you have agreed to provide a report that contain the sections described below.

**STUDENT TEAMS:** The report requirements refer to a team of three consultants who are revisiting examples of three types of policies (three different university examples for each type). In other words, nine policy examples are reviewed, and three recommendations are provided.

* If your team comprises three members, there is no need to change anything in the report requirements.
* If you are a team of four members, change the number of universities to four: in your report you will review four examples for each of the three policy types, or twelve policy examples altogether. You will provide a recommendation for each of the three policy types (three recommendations).
* For any other adjustments to the requirements, talk to your lecturer.

**DEADLINE AND SUBMISSION:** Deadline to submit: 6pm on Saturday 6th July 2024. Refer to Canvas for submission details.

**PRESENTATION IN CLASS:** The recommendations only will be presented, one slide or two slides max per team. Team members need to participate in the presentation I order to get marks.

**MARKS AND MARKING:** See the marking rubric on page 5.

**REPORT SECTIONS AND REQUIREMENTS**

## First page: Title, author names and IDs, course ID, Course name , date.

## Section “Executive summary”. The section contains a brief but sufficiently comprehensive summary of the report.

* + This section contains the report title and an executive summary.
  + You can find many examples and guides online, about how to write an executive summary. Here is one that you may find useful:

## <https://writingcenter.uagc.edu/writing-executive-summary>

## Section “Identification”. The section describes the policies your team has reviewed (one example of each type, from three universities)

* + Policy types
    1. Polices related to **use of the Internet, the Web and company networks by staff and students**  that have been developed by three different universities.
    2. Polices related to **use of personal equipment on company networks by staff and students**  developed by three different universities.
    3. Policies related to **processing and/or storage of organizational information on nonorganizational owned computers** , such as computers owned by cloud computing providers.
  + Universities: What needs to be provided about each policy in this section is listed below (an example is provide on page 3):

1. University name: the name of the university and abbreviation (if used in the report)
2. Policy name and date; the name of the relevant university policy as published and publication date (if available)
3. Policy location: an URL (where the policy can be found, clickable).

## Section “Description”: This section describes each policy using the seven elements of ISSP listed in Table 3-4 (class textbook) and explained on pages 185-188. The team can choose their own format to present the descriptions. For example, a table such as the one on page 3.

## Section “Comparison”: This section compares the policies.

* The team can devise their own method for comparing the policies. An example of a comparison method is provided on page 4.
* It should be clear from the comparison, which policies are the best.

## Section “Outcomes”. This section contains your recommendations.

* For each policy type reviewed, suggest a ‘best’ example to follow when drafting a policy for NewLearn. Explain why.
* If the ‘best’ example has not been given a top score, it has omissions. explain what needs to be added to make the new policy better.
* You may also ‘mix’ and ‘match’ examples to achieve the best result.

Page 3

Example: describing a particular policy using the elements of an ISSP. To support the reader, the URL is provided and a reference is made to the relevant section(s) of the policy **(Section Identification**)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **University name, policy name, Appendix No** | **Note** | **Statement of Purpose** | **Authorised uses** | **Prohibited uses** | **Systems management** | **Violations of policy** | **Policy review and modification** | **Limitations of liability** |
| University ABC, “IT Use Policy”, URL: | This policy is more general but includes the use of Internet, Web, and company networks, see section 2 “Definitions” | Provided in section 1 also in section 3 “Outcomes” . Purpose in two places may confuse th reader | In Section 4 ”Policy”, subsection 4.1 . Very comprehensive | In Section 4 “Policy”, subsection 4.2. Very detailed | Some in Section 4, :Policy”, subsections 4.3 and 4.4 | In Section 4, Policy, subsections 4.4 and 4.5 Having it in two sections may confuse the reader. | Not included  The policy is dated 2018 and seems not to have been updated since | Not included |

Page 4

Example: comparing policies (**Section “Comparison”**)

|  |  |  |  |
| --- | --- | --- | --- |
| **Scores and definitions :** | | | |
| 5 | All ISSP policy elements present and complete | | |
| 4 | All ISSP policy elements present, a minor part (one or two) may need more details | | |
| 3 | All ISSP policy elements present, a major part (three or more) needs more details OR one or two ISSP policy elements missing but the rest are complete | | |
| 2 | All ISSP policy elements present but almost all need more details | | |
| 1 | One or two ISSP policy elements missing, some of the rest need more details | | |
| 0 | If none of the above applies, then the policy should get a 0 score | | |
| **A score of 1 to 5 is assigned to the selected policies about “use of Internet, Web, and company networks” .and provides a rational for the score assigned** | | | |
| **University name, policy name & location** | | **Score** | **Rationale** |
| University ABC, :”IT Use Policy”, URL: | | 2.5- 3 | The policy does not provide information about review and updates and does not limit the responsibility of the university in the case on unacceptable use. Also the information about the relationship of users to systems management covers employer monitoring but does not cover the use of security mechanism such as different types o firewalls and IDS/IPS that are relevant in the case of using the Internet, the Web and the university network. However, the policy provides a very detailed description of both types of uses, and also has additional information about related policies. |

**COMP718 Semester 1 2024**

**Group assignment “Policy evaluation and report”**

**Weight: 20% of overall mark.**

**Marking rubric (max mark 20, all criteria equally weighted)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Criterion** | **Possible marks** | | |
| **Minimum 0, maximum 1.5** | **Minimum 2, maximum 3.5** | **Minimum 4, maximum 5** |
| **1** | Identification and description | A significant number of policy examples not appropriate or missing and/or descriptions not provided as required. . | Some examples may be appropriate and/or or descriptions may be not complete Number of policy examples matches requirements | Appropriate policy examples identified described as required. Number of policy examples matches requirements.. |
| **2** | Evaluation and comparison | Evaluation method not presented or not clearly explained, and/or justification for each evaluation not provided or not clear or lacks details , and/or comparison not provided or not clear . | Evaluation method not very clear and/or some justification missing or not clear or lack details and/or comparison not clearly presented. | Evaluation method presented and clearly explained, sufficiently detailed justification for each evaluation provided, comparison clearly presented |
| **3** | Recommendations and oral presentation (a team member not present in class for the presentation will be awarded half of the mark for this criterion) | Not all required recommendations provided and/or , not in sufficient detail and /or presentation not clear or not well argued . | All required recommendations provided ,but with missing details in the repot and/or presentation not very clear or not very well argued. | All required recommendations provided, reported in sufficient detail Clear and well argued presentation |
| **4** | Standard of report presentation | The report is not presented at an acceptable professional standard and/or the executive summary is poorly organised and written . | The reports is presented at an acceptable professional standard or the executive summary is not sufficiently well written well | The report is presented at a good or high professional standard. The executive summary is well written and is brief but sufficiently comprehensive |

Overall mark out of 20: the sum total of the marks for each of the criteria, e.g., 2+3+4+4= 13

Overall mark in %: overall mark out of 20 multiplied by 5. E.g., 13/20 is 65%