POCD Security Policy for Chicago State University Systems

Policy Statement

In response to the increasing use of personally owned computing devices (POCD) by users of Chicago State University (CSU) Information Resources for CSU business purposes

Purpose

This policy establishes CSU guidelines for employee use of POCD for work-related purposes.

Scope

Employees of CSU may have the opportunity to use their POCD for work purposes when authorized in writing, in advance, by the employee, their manager, and University ITD leadership. POCD includes personally owned cellphones, smartphones, tablets, laptops, and computers.
The use of POCD is limited to certain users and may be limited based on compatibility of technology. Contact CSU ITD for more details.

Definitions

x University-Related Persons / Employee / Staff are University students and applicants for admission, University employees and applicants for employment, Designated Campus Colleagues (DCCs), alumni, retirees, temporary employees of agencies who are assigned to work for the University

x Associate / "Extra Help", Third-party or 3d party is someone officially attached or connected to the College who is not a student or employee (e.g., Extra Help, vendors, interns, temporary staffing, volunteers.)

x ITD Resources / Information Resources include computing, networking, communications, application, and telecommunications systems, infrastructure, hardware, security, software, data, databases, personnel, procedures, physical facilities, cloud-based vendors, Software as a Service (SaaS) vendors, and any related materials and services.

x Information System is a major application or general support system for storing, processing, or transmitting University Information. An Information System may contain multiple subsystems. Subsystems typically fall under the same management authority as the parent Information System. Additionally, an Information System and its constituent subsystems generally have the same function or mission objective, essentially the same operating characteristics, the same security needs, and reside in the same general operating environment.

x Information Technology Department is the individual(s) or Unit responsible for the overall procurement, development, integration, modification, and operation and maintenance of an Information System. This individual or Unit is responsible for making risk tolerance decisions related to such Information Systems on behalf of the University

and is organizationally responsible for the loss, limited by the bounds of the Information System, associated with a realized information security risk scenario.

x   Unit is a college, department, school, program, research center, business service center, or other operating component of the University.

x   A patch is a software update comprised of code inserted (i.e., patched) into the code of an executable program. Typically, a patch is installed into an existing software program. Patches are often temporary fixes between full releases of a software package. Patches include, but are not limited to the following:

- o   Updating software
- o   Fixing a software bug
- o   Installing new drivers
- o   Addressing new security vulnerabilities
- o   Addressing software stability issues

x   Patch management cycle is a part of lifecycle management and is the process of using a strategy and plan of what patches should be applied to which system at a specified time. Patch management occurs regularly as per the Patch Management Procedure.

x   University Information is any communication or representation of knowledge, such as facts, data, or opinions, recorded in any m5 (s)16 f(s)2a (asf0r)10 (r)4 nive proc stem

POCD

Responsibility

Any user connecting to CSU Information Resources using a POCD is responsible to adhere to the requirements of this policy and all other Cc anP Tw 0 -1.buirSeco a t14 (h)-iis rer Cy

Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting. Special care should be taken in situations involving traffic, inclement weather, or unfamiliar areas.

University-Related Persons / Employee / Staff who are charged with traffic violations resulting from the use of their personal devices while driving will be solely responsible for all liabilities that result from such actions. Related Persons - Employee / Staff (hicT RiStatUniversity   -3 9w s(n6)ed tilRD5 (el)62(r)i94tn(0 (e