Technology Infrastructure Policy

It is the policy of Mount Vernon Nazarene University to develop and maintain information technology Infrastructure and services that empowers the University to achieve its mission by:

- Providing an information technology infrastructure to execute the educational, administrative, and operational responsibilities of University employees.

- Providing a reasonable level of redundancy of records to maximize access and retrievability, and implementing measures to protect the integrity of the electronic network against careless or malicious practice, including the education of users.

- Making recommendations for establishing operational parameters for University constituents concerning the access to, distribution of, and storage of files, email, voice mail messages, and other electronic forms of media.

- Implementing means to safeguard the University and its constituents from the theft of electronic information.

- Structuring electronic records to facilitate the reporting of University performance to regulatory and accreditation agencies.

The Technology Infrastructure Policy is to be implemented in close harmony with the Policies on Privacy of Constituent Information and Records Retention.

The following outlines the roles and University position assigned to the role.

Role	University Position
Executive sponsor	Vice President for Finance and Chief Financial Officer

The Technology Infrastructure Policy applies to the following functional areas or positions.

Functional Areas or Positions	Specific Policy Application
Vice President for Finance	To execute the Technology Infrastructure Policy.
Senior Leadership Team	To define and implement the Technology Infrastructure Policy in division responsibilities.
All University employees and students	To adhere to the Technology Infrastructure Policy and its supporting procedures.
Director of Administrative Computing and Director of Information Services	To consult with and provide guidance in unit procedures involving the electronic collection, storage and processing of information.

Compliance with the Technology Infrastructure Policy is critical and includes the following.

Action	Guideline
Defining acceptable network behaviors	The acceptable network access and use behaviors by University participants will be included in the orientation programs for new employees and new students.
Defining minimum hardware and software requirements	The Technology Resource Center staff will examine the personally owned computers for compliance with minimum hardware and software prior to connecting the computers to the University's network.
Providing safeguards to protect the integrity of the University's people and technology infrastructure	The University through the Technology Resource Center will establish protocols requiring ID access permissions, employing spam filters for incoming messages and files, quarantining messages and files appearing to be malicious.
Training programs for employees and students	The Technology Resource Center will collaborate with the Student Development division and the Human Resources Office to sponsor regular network orientation sessions for students and employees, respectively.
Implementing and maintaining disaster recovery protocols	The Vice President for Finance, in collaboration with the Directors of Administrative Computing and Information Services, will develop, implement, and maintain a disaster recovery plan, especially in regards to central infrastructure dependency, to return to effective operations, should a disaster limit the access to key operational data records.
Monitoring compliance	Compliance with the Technology Infrastructure Policy will be periodically evaluated through electronic reporting capabilities.
Complying with the Technology Infrastructure Policy	Policy compliance standards and expectations are defined and described in the *Faculty Handbook*, *Staff Handbook*, and *Student Handbook*.

The following documents provide the critical means of implementation of the Technology Infrastructure Policy.

Required Documents	Purpose
Hardware and software system requirement guides for connecting to the University network	To define the minimum hardware and software requirements that must exist on personal computers before they can be connected to the University to protect the equipment and facilitate reasonable access to network and Internet resources.
Technology infrastructure services guide	To describe to University participants the capacity and services provided or supported by the University's network infrastructure.

Additional Documents	Purpose
Orientation and good practice guides	To guide University participants on the effective use of the University's technology infrastructure capacity.

Email use and mass email distribution guides	To describe how email may be used on campus and to provide guidance on using mailing lists, and methods to protect an individual's privacy.
A guide to smart phones, personal data assistants, and other electronic information devises	To provide a guide as to critical connectivity concerns and the level of Technology Resource Center support for personally-owned electronic devices.
File sharing guidelines	To define the parameters for sharing files using the University infrastructure, including peer-to-peer (P2P sharing), with regard to copyright and file ownership concerns.

There are no exclusions or exceptions of the Technology Infrastructure Policy.

The following individuals can be contacted for questions on the Technology Infrastructure Policy as outlined here.

For	Contact
Any question	Unit supervisor
Question related to the University's administrative database and related interfaces	Director of Administrative Computing
Question related to personal computers, technology accessing the University's network and network services	Technology Resource Center, or the Director of Information Services
Reporting misuse of the Technology Infrastructure Policy	Unit supervisor, Director of Administrative Computing, Director of Information Services, or Director of Human Resources

The following outlines the approval, review, and revision history of the Technology Infrastructure Policy.

Version	Approval Date of Version	Version Type
1	January 2010	Initial Release