

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Information Technology
AREA: Computer and Information Technology

NUMBER: 04.06.04

TITLE/SUBJECT: Account Management Policy

I. POLICY STATEMENT

II. PURPOSE AND SCOPE

The purpose of the Security Monitoring Policy is to ensure that information resource and technology security controls are in place, are effective and are not being bypassed. One of the benefits of security monitoring is the early identification of wrongdoing or new security vulnerabilities. This early identification can help to block the wrongdoing or vulnerability before harm can be done or to at least minimize the potential impact. Other benefits include audit compliance, service level monitoring, performance measuring, limiting liability, and capacity planning. To the extent this policy conflicts with existing University policy, the existing policy is superseded by this policy.

Security Monitoring is a method used to confirm that the security practices and controls in place are being adhered to and are effective. Monitoring consists of activities such as the review of:

1. Automated intrusion detection system logs;
2. Firewall logs;
3. User account logs;
4. Network scanning logs;
5. Application logs;
6. Data backup recovery logs;
7. Help Desk Logs, and
8. Other log and error files.

III. DEFINITIONS

N/A

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IV. POLICY PROVISIONS

1. Automated tools will provide real time notification of detected wrongdoing and vulnerability exploitation. Where possible a security baseline will be developed and the tools will report exceptions. These tools will be deployed to monitor:

1.1. Internet traffic;

1.2. Electronic mail traffic;

1.3. LAN traffic, protocols, and device inventory; and

1.4. Operating system security parameters.

2. The following files will be checked for signs of wrongdoing and vulnerability exploitation at a frequency determined by risk:

2.1. Automated intrusion detection system logs;

2.2. Firewalls logs;

2.3. User account logs;

2.4. Network scanning logs;

2.5. System error logs;

2.6. Application logs;

2.7. Data backup and recovery logs;

2.8. Help desk trouble tickets;

2.9. Telephone activity – Call Detail Reports; and

2.10. Network printer and fax logs.

3. The following checks will be performed at least annually by assigned individuals:

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- 3.1. Password strength;
- 3.2. Unauthorized network devices;
- 3.3. Unauthorized personal web servers;
- 3.4. Unsecured sharing of devices;
- 3.5. Unauthorized modem use; and
- 3.6. Operating system and software licenses.

4. Any security issues discovered will be reported to the Information Security Officer for follow-up investigation.

5. Disciplinary Action

Violation of this policy may result in immediate disciplinary action pursuant to University policy (MAPP 02.05.03 – Discipline & Termination Policy).

6. Applicable TSU Security Policy Standards

All individuals with authorized access to any TSU information resource and technology, including staff, faculty, students, consultants, contractors and volunteers, must adhere to all provisions of this policy, as well as applicable security standards included in the Security Standards Policy – MAPP 04.06.22). Applicable security standards include, but are not limited to:

- Security Standard 5
- Security Standard 6
- Security Standard 16
- Security Standard 17

7. Review and Responsibilities

Responsible Party: Chief Information Officer

Review: Every 3 years, on or before September 1st

Forms

None

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V. APPROVALS



Chief Information Officer



President

Effective Date 2/1/2018

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