

CWUP 2-70-060 Computer Center Access & Maintenance

(1) Policy

The purpose of this policy is to ensure the physical security of the CWU Computer Center (CWUCC) which houses the central computing resources for the University including the Computer Operations Center, Network Operations Center and Telecommunications Center.

All personnel requiring access to the CWUCC who are not permanently assigned to the CWUCC are to register at the main Operations Desk.

The name and location of the CWUCC will remain anonymous to the greatest extent possible. The building, physical location, and other identifying characteristics will remain anonymous in order to protect the location from unauthorized access and activities. All references are protected from public disclosure as critical computing assets pursuant to RCW 42.56.420.

In the event of an Emergency Situation during hours when the CWUCC is not staffed, authorized personnel requiring access may do so without notification. Emergency situations are limited to events which are highly likely to adversely impact the operational integrity of the CWUCC or may result in equipment damage or personal injury. Personnel are to register and notify IS Operations Staff at the earliest convenience with the specifics of the emergency and any actions taken.

Only personnel with a business need to enter the facility are granted access. IS Management and/or its delegated staff is authorized to deny access to any individual who does not have a business need or who violates this policy. Policy violations will lead to disciplinary action.

(2) Scope

This policy applies to the physical access of the CWUCC and is applicable to all students, faculty, staff, student employees, and outside contractors that are affiliated or conduct work on behalf of the University.

(3) Responsibilities

The Chief Information Officer (CIO) or other designee is responsible for this policy and the relevant procedure, Computer Center Access & Maintenance Procedure.

Information Services is responsible for developing the procedures for authorizing access to the CWUCC. (See CWUR 7-70-020 Computer Center Access & Maintenance Procedure.)

(4) Policy Maintenance

The CIO will review and recommend changes to this policy statement at least annually or more frequently as needed to respond to changes within the institution and the regulatory environment.

*[Responsibility: Operations Division; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;
Review/Effective Date: 02/11/2015; Approved by: James L. Gaudino, President]*