



<b>Policy Title: Information Technology Security Policy</b>	<b>Effective Date: 9/4/2008</b>
<b>Policy Number: IT-PO-1503</b>	<b>Date of Last Review: 3/5/2025</b>
<b>Oversight Department: Information Technology Services</b>	<b>Next Review Date: 3/1/2028</b>

### 1. PURPOSE

Radford University (University) has a highly complex and resource-rich information technology environment upon which there is increasing reliance to provide mission-critical academic, instructional, and administrative functions. Safeguarding the University's information technology assets in the face of growing security threats is a significant challenge requiring a strong, persistent, and coordinated program that leverages widely accepted and effective security practices appropriate for the higher education environment. The *Information Technology Security Policy* provides the codes of practice with which the University will align its information technology security program.

### 2. APPLICABILITY

The *Information Technology Security Policy* applies to any person assigned a University computer account, or any person using University-owned or leased computers, networks, internet connections, and/or communication systems transmitting data, voice, or video information.

### 3. DEFINITIONS

**Code of Practice for Information Security Management (ISO/IEC 27002):** This international standard defines guidelines and general principles for the effective management of information security within an organization. It is a risk-based framework widely used to guide establishment of security standards and management practices.

**EDUCAUSE:** EDUCAUSE is a national, nonprofit association dedicated to the advancement of higher education by promoting the intelligent use of information technology. Members include representatives from institutions of higher education, higher education technology companies, and other related organizations.

Family Educational Rights and Privacy Act (FERPA) - A Federal law enacted to protect access to student records and provide control over the disclosure of information from these records.

Gramm-Leach-Bliley Act (GLBA) - A Federal law enacted to control how financial institutions deal with the private information of individuals.

Health Insurance Portability and Accountability Act (HIPAA) - A Federal law enacted to set national standards for the security of electronic-protected health information.

**International Organization for Standardization (ISO):** [ISO](#) is the world's largest developer of standards, the organization is made up of representatives from governmental and private sector standard bodies, e.g. the American National Standards Institute.

**International Electrotechnical Commission (IEC):** [IEC](#) is a global organization that develops and publishes standards addressing electrical, electronic and related technologies. Membership comes from government, the private sector, consumer groups, professional associations, and others.

**User:** Any person assigned a University computer account, or any person using University-owned or leased computers, networks, internet connections, and/or communication systems transmitting data, voice, or video information.

**Virginia Alliance for Secure Computing and Networking (VA SCAN):** [VA SCAN](#) was formed to help strengthen information technology security programs within Virginia. The Alliance was organized and is operated by security practitioners and researchers from several Virginia higher education institutions, including Radford University.

#### 4. POLICY

- A. The University's information technology security program will be based upon best practices recommended in the [Code of Practice for Information Security Management](#) published by the [International Organization for Standardization](#) and the [International Electrotechnical Commission](#) (ISO/IEC 27002), appropriately tailored to the specific circumstances of the University. The program will also incorporate security requirements of applicable regulations, such as the Family Educational Rights and Privacy Act, Gramm-Leach-Bliley Act, and Health Insurance Portability and Accountability Act. Professional organizations, such as [EDUCAUSE](#) and the [Virginia Alliance for Secure Computing and Networking](#), will serve as resources for additional effective security practices.
- B. All users must familiarize themselves and comply with the University's information technology security program.

#### 5. PROCEDURES

Information Technology Services (ITS) has developed specific standards, procedures, and guidelines, as appropriate, for the implementation of this policy and the management of the information technology functions of the University. These standards, procedures, and guidelines are maintained and hosted by ITS due to the technical and sensitive nature of the information security program. Publicly accessible standards, procedures, and guidelines may be found at <https://www.radford.edu/information-technology-services/policies.html>. Other internal standards, procedures, and guidelines of a sensitive nature are available upon request to appropriate and relevant parties by contacting ITS.

#### 6. EXCLUSIONS

None

#### 7. APPENDICES

None

#### 8. REFERENCES

[Code of Virginia, Title 23.1, Chapter 10 \(§ 23.1-1000 et seq.\)](#), “Restructured Higher Education Financial and Administrative Operations Act.”

[Chapter 824, Virginia Acts of Assembly 2008](#), “Restructured Higher Education Financial and Administrative Operations Act”

[Chapter 829, Virginia Acts of Assembly 2008](#), “Restructured Higher Education Financial and Administrative Operations Act”

[Family Educational Rights and Privacy Act of 1974 \(FERPA\) 20 USC §1232, and 34 CFR Part 99](#)

[Gramm-Leach-Bliley Act](#)

[Health Insurance Portability and Accountability Act](#)

## **9. AUTHORITY AND INTERPRETATION**

Information technology is managed under delegated operational authority granted to the University by the Virginia General Assembly, as set forth in the Restructured Higher Education Financial and Administrative Operations Act, § 23.1-1000 et seq. of the Code of Virginia, and Chapters 824 and 829, Acts of Assembly, 2008. The Board of Visitors (Board) approved the University to operate under this delegated authority in Board resolutions dated April 23, 2009, and May 4, 2012. Accordingly, the authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

## **10. APPROVAL AND REVISIONS**

The *Information Technology Security Policy* was initially approved by the Radford University Board of Visitors on September 4, 2008.

In the Board of Visitors Resolution, Approval to Continue Level II Authority, dated May 4, 2012, the President and the Vice President for Information Technology and Chief Information Officer (CIO) were granted full continuation of the authority and responsibility for the management of the information technology function for the University.

The new *Information Technology Security Policy*, reformatted into the University-wide policy template, was submitted to and approved by the President’s Cabinet at the meeting held on January 8, 2018, and was signed by President Hemphill on January 10, 2018.

Effective December 1, 2021, the *Information Technology Security Policy* was reviewed by the oversight department and the Office of Policy and Tax Compliance. Only minor editorial changes were made that did not alter the scope or application of the policy.

Effective March 26, 2025, the *Information Technology Security Policy* was reviewed by the oversight department and the Office of Policy and Tax Compliance. Only minor editorial changes were made that did not alter the scope or application of the policy.

**For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.**