Policy Title: Information Input Restrictions

Policy Type: Administrative

Policy Number: ADMINISTRATIVE POLICY # 32 – 8 – 1709 (2014) Information Input Restrictions

Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Information input restrictions assist in safeguarding the University’s information system from malicious or unintended entries by unauthorized users.

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CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology

PURPOSE

This policy is intended to establish the policy for information input restrictions on the University’s information system.

REQUIREMENTS

NSU restricts the capability to input information to the information system to authorized personnel.

Supplemental Guidance: Restrictions on University personnel authorized to input information to the information system may extend beyond the typical access controls employed by the system and include limitations based on specific operational/project responsibilities.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.
REVIEW SCHEDULE

• Next Scheduled Review: 05/28/2015

• Approval by, date: Office of Information Technology and 05/28/2014

• Revision History:

• Supersedes (previous policy): OIT 62.8.1709 Information Input Restrictions

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard