



POLICY NAME IT Physical Access / Environmental Security Policy
POLICY NUMBER 10.03.05
POLICY SECTION Information Technology
EFFECTIVE DATE 1/22/2015

1.0 OVERVIEW AND PURPOSE

The purpose of this policy is to establish the standards by which data centers and network/telecommunication rooms at Lamar University are protected against unapproved physical entry and potentially damaging environmental factors. The Lamar University Information Technology Services Division (ITS) and more specifically the Information Technology Infrastructure Services Department (ITIS), is charged with overall responsibility for properly securing and monitoring these sensitive support areas in accordance with TSUS IT.02.01.

2.0 SCOPE

The Lamar University IT Physical Access / Environmental Security Policy focuses on ITS Data Centers, Network and Telecommunication Closets.

3.0 DEFINITIONS

Data Center – An ITS managed room housing server, storage, switching, routing and security equipment.

Network / Telecommunications Closet – A room housing fiber optic cabling access panels, voice, switching, routing and / or security equipment.

4.0 POLICY

1. Data Centers will be monitored for environmental hazards including heat, water intrusion, fire, and wind / smoke.
2. Security alarm and intrusion prevention systems must be maintained inside all data centers and the facility must be armed outside of normal operating hours.
3. All Data Centers must have security cameras. Occupants of such facilities have no expectation of the right to privacy.
4. Anyone entering a Data Center must be properly documented as being a staff member within ITS, a contractor for ITS or be accompanied by a member of ITS. Visitors must be properly identified with a current, valid form of identification and must be given a temporary facility badge allowing access to certain areas within the data center.



5. A log of access activity will be retained for audit and security purposes. The log of access to Data Centers must be reviewed by the Data Center Administrator on a semi-annual basis.
6. Authorization for access to any facility under this policy must have the appropriate sponsorship of the VP of Information Technology / CIO, Director of IT Infrastructure, Manager of Data Center Services, Manager of Telecommunications or Manager of Network Services. This sponsorship may be revoked at any time and for any reason deemed necessary by the sponsor.
7. Access to any facility under this policy will be to conduct work directly related to the staff or contractor responsibility and in support of the equipment and processes within the facility.
8. Access keys or cards will only be issued to sponsored individuals. All keys and access cards must be documented with the Lamar University Facilities Department. Access keys or cards must be returned to the Lamar University Facilities Department upon termination of employment or termination / completion of a contract.
9. No access keys or cards may be shared between staff or contractors.
10. Loss or theft of access keys or cards must be reported immediately to the Lamar University Police Department, Director of IT Infrastructure Services Department, and the Lamar University Facilities Department.

5.0 ENFORCEMENT

1. ITS will investigate any incident involving unauthorized access or improper use of any facility under this policy in coordination with law enforcement, TSUS, and/or appropriate administrative departments.
2. Lamar University cooperates fully with federal, state, and local law enforcement authorities in the conduct of criminal investigations.

Failure to adhere to the provisions of this policy statement may result in:

1. Loss of Lamar University Information Resources access privileges,
2. Disciplinary action up to and including termination for employees, contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student, or
3. Civil or criminal prosecution.

6.0 RELATED DOCUMENTS

1. Lamar University Appropriate Use Policy 10.01.01
2. Lamar University Server Management Policy 10.03.01
3. TAC 202
4. Texas Government code 2054.003(7) "Information Resources"

**7.0 REVISION AND RESPONSIBILITY**

Oversight Responsibility: Information Technology

Review Schedule: Every two years

Last Review Date: January 22, 2015

Next Review Date: January 22, 2017

8.0 APPROVAL

Kenneth Evans

President, Lamar University

January 22, 2015

Date of Approval

Priscilla Parsons

Chief Information Officer, Lamar University

January 22, 2015

Date of Approval

9.0 REVISION HISTORY

| Revision Number | Approved Date | Description of Changes |
|-----------------|---------------|------------------------|
| 1 | 1/22/2015 | Initial Version |