



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #3502

### INFORMATION TECHNOLOGY INFRASTRUCTURE, ARCHITECTURE, AND ONGOING OPERATIONS POLICY

**Responsible Oversight Executive:** Vice President for Administration and Finance  
**Date of Current Revision or Creation:** April 26, 2011

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#### A. PURPOSE

The purpose of this policy is to state the University's commitment to establishing specific standards, guidelines and procedures affecting key components of its information technology (IT) infrastructure, architecture, and ongoing operations.

#### B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a) (6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Restructured Higher Education Financial and Administrative Operations Act, [Virginia Code Section § 23-38.88, as amended](#)

#### C. DEFINITIONS

N/A

#### D. SCOPE

This policy applies to all decision makers, developers and planners of campus systems and operations related to the conceptualization, design, acquisition, and maintenance of information technology.

#### E. POLICY STATEMENT

The University will establish specific standards, guidelines, and procedures that influence decisions affecting key components of its IT infrastructure, architecture, and operations. These standards, guidelines, and procedures will be reviewed periodically to assure they conform to best practices as described by the ISO/IEC 17799, Information Technology - Code of practice for information security management, EDUCAUSE, Internet2, and others within higher education, as well as those from selected technology industries.

Research or other institutional endeavors by their nature may require the use of technology and practices not yet appropriate for normal use. The ultimate goal of this policy is to create logical relationships between information technology resources and the mission of the University and its units.

## **F. PROCEDURES**

For security purposes, some procedures related to infrastructure, architecture and ongoing operations are maintained internally. Procedures are available on the OCCS website and are linked below, while those maintained internally are available upon request to relevant parties as authorized by the Office of Computing and Communications Services.

[OCCS Procedure 1.2.0 - OCCS Data Center - Disposal of Data](#)

[OCCS Procedure 1.3.0 - OCCS Data Center - Removal of Equipment for Offsite and Personal Use](#)

[OCCS Procedure 1.4.0 - Procedures for Access and Physical Security of OCCS Data Center](#)

[OCCS Procedure 3.3.2.2 - Disaster Recovery Test Performance](#)

[OCCS Procedure 3.4.2.1 - Backup Tape Exchange](#)

[OCCS Procedure 3.4.2.2 - System Backups and Restoration \(Non Db\)](#)

[OCCS Procedure 3.4.2.3 - Review of Backup Logs](#)

[OCCS Procedure 3.4.2.6 - Protection of Backup Media Sent Off-Site](#)

[OCCS Procedure 7.2.1 - Physical Access Control - Unauthorized Personnel](#)

[OCCS Procedure 7.2.2 - Safeguards for Protection Against Human, Natural and Environmental Risk](#)

[OCCS Procedure 7.2.3 - Safeguard IT Systems and Data Not Residing in Primary Facility](#)

[OCCS Procedure 7.2.4 - Monitoring and Auditing Physical Access](#)

[OCCS Procedure 7.2.5 - Effective Environmental Controls](#)

[OCCS Procedure 7.2.6 - Controlled Access to Hardware and Network Facilities](#)

[OCCS Procedure 9.3.2.A - Monitoring and Problem Escalation](#)

[OCCS Procedure 9.3.2.B - nGenius Monitoring and Startup](#)

[OCCS Procedure 9.4.2 - Vulnerability Scanning](#)

## **G. RESPONSIBLE OFFICER**

Assistant Vice President for Computing and Communications Services

## **H. RELATED INFORMATION**

[OCCS Standard 04.7.1 - IT Infrastructure, Architecture, and Ongoing Operations](#)

For more information regarding the management of technology infrastructure, please refer to the following sources:

The [Campus Cyberinfrastructure Working Group](#) of Net@EDU helps educational institutions develop institutional strategies and plan their resource deployment in this emerging and evolving technological landscape and helps their users harness and optimize the power and capabilities of new integrated IT tools and systems for educational and research applications in higher education.

[EDUCAUSE](#) is a nonprofit association whose mission is to advance higher education by promoting the intelligent use of information technology.

[Internet2](#) develops and deploys advanced network applications and technologies for research and higher education, accelerating the creation of tomorrow's Internet.

ISO/IEC 17799/27002 is an information security standard published by the [International Organization for Standardization \(ISO\)](#) and by the International Electrotechnical Commission (IEC).

The [National LambdaRail](#) develops and deploys a fiber optic network infrastructure for the purpose of advancing research, clinical, and educational goals.

The [Postsecondary Electronic Standards Council](#) is a non-profit association of colleges and universities; professional and commercial organizations; data, software and service providers; and state and federal government agencies.

