

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Information Security Configuration Management

Regulation and Procedure Number: URP: 04.730

Policy Owner: Finance and Administration

POLICY STATEMENT

None

APPLICABILITY

This policy is applicable to TWU Students, Employees, and Guests.

DEFINITIONS

1. "Employee" means any individual at TWU who is hired in a full-time, part-time, or temporary capacity in a faculty or staff position, or in a position where the individual is required to be a Student as a condition of employment.
2. "Guests" means any individual not affiliated with TWU.
3. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, and a person who has been admitted or readmitted to TWU.

REGULATION AND PROCEDURE

I. Regulations and Procedures

A. Regulations

1. TWU users must use software and associated documentation in accordance with contract agreements and copyright laws.
2. TWU must track the use of software and associated licenses to control copying and distribution.

3. TWU must controls and documents the use of peer-to-peer file sharing technology to ensure that this capability is not used for the unauthorized distribution, display, performance, or reproduction of copyrighted work.

B. Procedures

1. ITS Denton Client Services Manager tracks the use of software and associated licenses.
2. Unauthorized software installation is either not allowed, or limited based on access privileges.
3. When technology permits, ITS controls and documents the use of peer-to-peer file sharing technology through automated network traffic shaping systems.

II. Compliance

Employees that violate this policy are subject to corrective and disciplinary action, including and up to dismissal, in accordance with TWU's URP 02.330: Faculty Standards of Conduct Corrective Action Guidelines and URP 05.600: Staff Standards of Conduct and Disciplinary Process. TWU may also take corrective action against interns, volunteers, contract Employees, contractors, and/or consultants that violate this policy, including and up to termination of TWU's relations or Access with that individual or entity. Students that violate this policy are subject to corrective and disciplinary action, including and up to suspension or expulsion, in accordance with TWU's URP 06.200: Student Code of Conduct.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

Tex. Admin. Code, Ch. 202

[Department of Information Resources Security Standards Catalog](#)

[NIST Special Publication 800-53 \(Rev. 5\), Security and Privacy Controls for Information Systems and Organizations](#)

[URP 02.330: Faculty Standards of Conduct Corrective Action Guidelines](#)

[URP 05.600: Staff Standards of Conduct and Disciplinary Process](#)

FORMS AND TOOLS

None

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