Texas Administrative Code and Acceptable Use Policy
As you take advantage of the many information resources provided by Texas Tech University, remember that use of these resources must be in accordance with the TTU IT Acceptable Use Policy. The Acceptable Use Policy denotes the acceptable and non-acceptable activities when using TTU information resources. Examples of information resources include, but are not limited to, computer hardware, computer software, computer networks, mobile devices, and electronic files and data.

Highlights of the Acceptable Use policy:

- The policy applies to all TTU faculty, staff, and students granted access privileges to any University information resources, regardless of location or method of access;
- Information resources must be used in a manner consistent with the mission and objectives of TTU and the State of Texas;
- TTU faculty, staff, and students must only use information resources they have been granted access to and must not circumvent security measures;
- TTU faculty, staff, and students must be mindful of information security and report any potential or actual security violations or weaknesses immediately to the TTU IT Security Team at security@ttu.edu;
- All TTU faculty, staff, and students must be respectful, courteous, and ethical in their use of information resources;
- Do not share information resources login information - all TTU faculty, staff, and students will be held personally responsible for all uses associated with their account;
- Incidental personal use is restricted to authorized users within certain guidelines; resources must not be used for personal/commercial gain or for political activity; and
- All use of information resources is governed by local policies and applicable state/federal law.

You may review the TTU IT Security Policies at http://www.infotech.ttu.edu/security.

Best Practices for Using Removable Media
The popularity of removable media has grown at an impressive rate as users are drawn to the convenience of storing and transporting data quickly for use on multiple systems. As is the case with many technological advances, some of the characteristics that make removable media devices convenient also introduce security risks. Since the majority of removable media devices are unmanaged storage devices, it is important to understand the risks associated with introducing them to a managed environment such as the Texas Tech University network.

Additional safe computing tips can be found at http://www.safecomputing.ttu.edu. For assistance in managing or configuring your removable media, please contact IT Help Central at (806) 742-HELP (4357) or via e-mail at ithelpcentral@ttu.edu.

Message from the CIO
I hope everyone had a restful and safe spring break! In this issue, we focus on a few IT security “hot topics” relevant to faculty, staff, and students, that includes a reminder about acceptable use guidelines for state IT resources. With the peak travel and recreation season approaching, we provide safe computing practices with removable media and suggestions for safe blogging. As Texas Tech University prepares for new student orientation, we highlight our partnership with the Division of Student Affairs and Enrollment Management to create an online tool to facilitate orientation session registration and preparation. Lastly, it is my pleasure to introduce our newest team member in the TTU Office of the CIO, Paco Diaz, our IT Compliance Director. Enjoy the spring weather and remember to begin preparations for IT data spring cleaning next month!

Best Practices for Users
- Ensure that your anti-virus software is configured to scan removable media devices for malicious software prior to the initial use and any subsequent use.
- Use passwords on all removable media devices containing sensitive or confidential information.
- Encrypt all sensitive or confidential information stored on the device.
- Consider using removable media for a specified period of time and for specific purposes only.
- Do not put unknown removable media devices into ANY system.
- Keep systems up-to-date with the latest patches and anti-virus signatures. Note that Symantec AntiVirus is available for download free of charge to the Texas Tech community at http://raider.ttu.edu.

Best Practices for System and Lab Administrators
- Administrators must assess the risk of using removable media devices for business needs and technical requirements.
- Do not use personally owned removable media devices in TTU owned systems.
- Do not use TTU owned removable media devices on personal machines or machines that do not belong to your department or organization.
- Lock USB ports or control the use of USB ports using configuration control software.
- Block unauthorized peripheral devices from being used in a system.
- Disable “autorun” and “autoplay” features at the operating system level.
- Limit the number of workstations allowing the use of removable media devices.
- Ensure the use of removable media is auditable.

Looking to the Future
Who is the YOU that people see on the Internet?

Texas Tech University students aren’t the only ones blogging and posting to social networking sites such as MySpace and FaceBook; blogging and personal web spaces have become a mainstream form of communication for faculty, staff, and students. Texas Tech University departments are beginning to utilize pages on FaceBook, MySpace, and YouTube to recruit students, solicit feedback on activities, market events, and foster course discussion. As with any new technology, there are both benefits and liabilities when incorporating them in our lives.

The TTU IT Division would like to offer you some “thoughts to ponder” as you spend time social networking.

Is there something on your page that your supervisor or co-workers might find offensive, questionable, or against their core values? If showing your personal web spaces to your supervisor or co-workers would be a problem, we suggest you reconsider what’s on your page.

We suggest avoiding:

- Risqué pictures;
- Pictures or stories of heavy alcohol use or drug use;
- Poor writing or bad grammar;
- Derogatory comments or radical topics and language;
- Unverified “friends” included on your friends list.

As you participate in blogging, it’s your responsibility to protect your identity and reputation by carefully selecting the information you post. Remember that you are responsible for the consequences associated with the information you post.

For additional safe computing information, please visit http://safecomputing.ttu.edu.

Partnership Spotlight-
Division of Student Affairs

Application Development & Support, led by Associate Managing Director Mike Simmons, recently designed and implemented a new registration application for incoming students attending Red Raider Orientation. Application Development & Support (AD&S), IT Help Central (HC), Technology Support (TS), and the Center for Campus Life & Parent Relations (CCL&PR) are working together to improve the new student experience. The TTU IT Division looks forward to continuing our strategic partnership with the Division of Student Affairs and Enrollment Management, as we work together to serve prospective and current students.

Front row, left to right: Shannon Copica (HC), Ric Ramon (HC), Candice Lassater (CCL&PR), Mike Simmons (AD&S), John Vandygriff (TS), Britta Tye (TS), & Rebecca Massey (TS). Middle row, left to right: Dayton Perrin (HC), Pulin Bhatt (HC), Dr. Tara Miller (CCL&PR), Daniel East (AD&S), Jimmy Kelly (TS), & Mark Holwerda (TS). Back row, left to right: Elizabeth Massengale (CCL&PR), Zach Manning (CCL&PR), Christine Self (CCL&PR), David Lucas (AD&S), Jesse Trevino (AD&S), & Jeffrey Zheng (AD&S). Not pictured: Michael Horton (AD&S).

Introducing Paco Diaz, Director of IT Compliance

The TTU Office of the CIO welcomes Paco Diaz, Director of IT Compliance for Texas Tech University. Most recently from Kansas City, MO, Diaz joins the TTU Office of the CIO in this new position that will oversee compliance of Texas Tech IT operations to operating policies, as well as state and federal laws and regulations. Diaz spent over 11 years in the financial services industry working for a commercial bank headquartered out of St. Louis, MO. Charged with the development and maintenance of the information security program at that bank, he brings a wealth of industry experience to Texas Tech University. Diaz and his wife Mary, who also works at Texas Tech University as the Associate Vice President for External Relations in the Office of Communications and Marketing, have a 12 year old daughter. The three enjoy road trips to historical New England, genealogy, and golf. Diaz was very active in the Kansas City volunteer community serving as a member of several non-profit boards and city committees. After feeling a little more settled in, he hopes to bring the same volunteer spirit to Lubbock. Please join us in welcoming Paco and Mary to the Red Raider family!

Contributions by: Katherine Austin, Ph.D, Logan Beaty, Shannon Copica, Paco Diaz, Mark Holwerda, Alvin Mills, Yung Ng, J Stalcup, Britta Tye, and Allen Young.

Safe Computing Practices Committee: Sam Segran, Katherine Austin, Ph.D., Darrell Bateman, Pulin Bhatt, Shannon Copica, Paco Diaz, Scott Hall, Mark Holwerda, Michael Horton, Danny Mar, Alvin Mills, Yung Ng, Mike Simmons, J Stalcup, Britta Tye, John Vandygriff, Allen Young, and assistance from IT Division leadership and staff.

Application Development & Support, led by Associate Managing Director Mike Simmons, recently designed and implemented a new registration application for incoming students attending Red Raider Orientation. Application Development & Support (AD&S), IT Help Central (HC), Technology Support (TS), and the Center for Campus Life & Parent Relations (CCL&PR) are working together to improve the new student experience. The TTU IT Division looks forward to continuing our strategic partnership with the Division of Student Affairs and Enrollment Management, as we work together to serve prospective and current students.

Front row, left to right: Shannon Copica (HC), Ric Ramon (HC), Candice Lassater (CCL&PR), Mike Simmons (AD&S), John Vandygriff (TS), Britta Tye (TS), & Rebecca Massey (TS). Middle row, left to right: Dayton Perrin (HC), Pulin Bhatt (HC), Dr. Tara Miller (CCL&PR), Daniel East (AD&S), Jimmy Kelly (TS), & Mark Holwerda (TS). Back row, left to right: Elizabeth Massengale (CCL&PR), Zach Manning (CCL&PR), Christine Self (CCL&PR), David Lucas (AD&S), Jesse Trevino (AD&S), & Jeffrey Zheng (AD&S). Not pictured: Michael Horton (AD&S).