Policy Number: EDU-04

Effective Date: January 1, 2004
Revision Date: January 15, 2016

Subject: Equipment Compliance for Non-State Entities

Policy: This policy supports the Education and Workforce Development Cabinet (EDU) for the connection of non-EDU equipment to the network.

Scope: This policy applies to all EDU employees and contractors, including all persons providing contractor services, connecting to and using an EDU circuit for network connection.

Policy/Procedure Maintenance Responsibility: The EDU Agency Security Contacts (ASC) is responsible for the maintenance of this policy. The Chief Information Officer (CIO) is responsible for the revision of the EDU Policy and Procedures Manual (PPM). The EDU CIO is responsible for authorizing all changes to the PPM.

Applicability: All EDU employees and contractors shall adhere to the following policy.

Responsibility for Compliance

Each Department/Office is responsible for assuring that employees within their organizational authority have been made aware of the provisions of this policy, that compliance by the employee is expected, intentional misuse and/or inappropriate use may result in disciplinary action pursuant to KRS 18A up to and including equipment removal from the network. It is also each Department/Office's responsibility to enforce and manage this policy.

Overview

Connection of non-EDU equipment (servers, workstations, printers, etc.) to a network circuit that is the responsibility of EDU must be in compliance with standards and policies set forth by Commonwealth's Office of Technology (COT) and EDU.

Procedure:

Any network device that is connected to a network circuit maintained by EDU must be in compliance with COT and EDU's policies of Virus Control and Operating System's patch management. The standard for virus control is McAfee Virus Scan with the most current virus definitions installed.
https://gotsource.ky.gov/docushare/dsweb/Get/Document-13213

Workstations:
https://cgp.ky.gov/sites/COTPUBDOCS/Standards/01000%20-%20Hardware%20Domain_KITS_Report.pdf

Workstations Hardware: IBM, Dell, Compaq, Gateway
https://cgp.ky.gov/sites/COTPUBDOCS/Standards/01000%20-%20Hardware%20Domain_KITS_Report.pdf

Servers:
https://cgp.ky.gov/sites/COTPUBDOCS/Standards/01000%20-%20Hardware%20Domain_KITS_Report.pdf

Workstation users shall adhere to the Internet and Email usage policy.
https://gotsource.ky.gov/docushare/dsweb/Get/Document-5282/

Workstation users shall adhere to the UserID and Password Policy.
https://gotsource.ky.gov/docushare/dsweb/Get/Document-13212

Workstations shall adhere to the Unattended Workstation Policy.
https://gotsource.ky.gov/docushare/dsweb/Get/Document-35939

Workstation shall adhere to the Logon Security Notice Policy.
https://gotsource.ky.gov/docushare/dsweb/Get/Document-35941/

Operating systems must meet COT standards (currently Microsoft Windows 7 SP1 or higher).
Operating systems must be kept up-to-date with all approved critical updates.

Procedural Issues

Other Requirements:
Division Technical Services (DTS) will need to have an account with local administrative rights in addition to the local administrative account created for whom the equipment is inventoried to. Workstations shall have all security settings installed, which have been approved by EDU DTS.

Non-Compliance

Non-compliance of this policy will result in the equipment being removed from the network until it is brought back into compliance. This can be done at any time without prior notice. Once the equipment has been removed, the local designated IT staff will be contacted to inform them of the problem. The equipment is not to be reconnected until someone from EDU OTS verifies that it is in compliance.

Review Cycle:
Annually

Timeline:
Review Date: January 15, 2016
Reviewed By: EDU Agency Security Contacts

Enterprise Security and Policies
Cross Reference:

OTS Standards
Cross Reference: