

Shared Access Server Room Policy

Information and Communication Technologies

Purpose/Rationale: This policy defines the requirements for use of the Shared Access Server Room located within the Computer Center building, NMSU Las Cruces campus.

A. Scope: This policy covers all users who maintain servers within the Shared Access Server Room.

B. Policy Administrator: This policy is administered by the NMSU Chief Information Security Officer.

C. Definitions:

- Shared Access Server Room (SASR): Room 129 in the Computer Center building in which servers are housed and not under the direct management of ICT.
- Users: Any person or entity that owns, controls, or operates servers located in the Computer Center SASR.

D. Roles and Responsibilities: ICT requires that the appropriate security and control measures are in place to ensure the security of the servers and data stored within the SASR. The following defines the requirements for the SASR.

- Shared Access Server Room Users: Users shall:
 - a. Comply with the requirements of the *Shared Access Server Room Service Level Agreement*
 - b. Accept the risk of loss of sensitive or institutional data stored on user's servers if those servers are not adequately protected (e.g.: caged) within the SASR;
 - c. Ensure that network registration information is complete and accurate
 - d. Ensure that servers maintained within the SASR are in compliance with NMSU Security Policies under section 2.35 of the NMSU policy manual;
 - e. Ensure that only ICT-authorized individuals have access to the SASR;
 - f. Ensure that illegal software or data does not reside on servers located within the SASR;
 - g. Access only those servers for which authorized access has been granted;
 - h. Ensure that operating system and general software upgrades are applied as available;
 - i. Ensure that data security measures (e.g., firewall) are up-to-date and operational;
 - j. Report any issues or problems to ICT.
- Information and Communication Technology (ICT): For the SASR, ICT shall:
 - a. Provide a secure, monitored area;
 - b. Provide filtered power and battery backup;
 - c. Ensure fire detection/suppression;
 - d. Provide restricted access in the form of card access control;
 - e. Provide network availability;
 - f. Notify users of any change in the status of the SASR.