The University of Tulsa
Information Services

Policy
Number: 100.05

Title: Reporting Security Infractions

Date: 09-25-01
Revision:

Purpose Statement: To inform all University of Tulsa employees of the appropriate reporting structure for suspicious or inappropriate computer usage.

Scope of Policy: The following reporting structure should be followed when receiving a report of a possible security issue from either an internal or external source.

Policy: All allegations of suspicious or inappropriate computer usage will be investigated according to the below procedure.

Procedure: Any reports of suspicious or inappropriate computer usage received via email should be forwarded to the Networking List (network@utulsa.edu) and the Computer Security Response Team (csrt@utulsa.edu).

Reports that are received by phone can be handled in two manners:

1. The person receiving the call can take down the appropriate information: IP Address in question, the nature of the offense, and the caller's name, title, phone number, and the name of the entity represented. This information should then be emailed to the Networking List (network@utulsa.edu) and the Computer Security Response Team (csrt@utulsa.edu).
2. The phone call can be forwarded to Darren Fallis at extension 2694, if Darren is not available then forward the call to Tricia Moreland at extension 3292. If neither is available, please follow the method outlined in item 1.

Upon receiving notification the IP Address will be located, documented and the appropriate systems administrator will be notified of the problem if within a college. The system administrator will notify the Dean of the College if so warranted.

If the IP address originates from residence housing the Dean of Students will be informed of the situation for appropriate action.

If the IP Address originates from a business unit the director of that unit will be notified for appropriate action.

If after proper notification the situation persists, CIR will terminate that IP address until corrective action is taken.

CIR personnel will be available to assist the above stated personnel with the investigation and correction of an inappropriate use report.

Tricia Moreland
Director Networking Services

Dale Schoenefeld
Vice Provost for Information Services