

## **Network Security Policy for Use of the UW-Extension Network Infrastructure**

**January 10, 2003**

All UW-Extension computers on the UW-Madison campus share a common network infrastructure (i.e., wiring, hubs, and switches). All UW-Extension facilities on the UW-Madison campus are connected to the UW-Madison campus network through individual building drops and to the rest of the world through a single router. As a result, all devices connected to the UW-Extension Network Infrastructure have the potential to affect all other computers or devices sharing the entire campus network and beyond. The purpose of this policy is to ensure that the UW-Extension Network Infrastructure is administered in a manner that minimizes problems for everyone sharing the network.

Users and administrators of all devices connected to the UW-Extension Network Infrastructure and UW-Extension staff members in campus buildings that have accounts on LANs connected to the UW-Madison Campus Network Infrastructure are subject to this policy. Groups electing not to adopt this policy have the option to establish separate networking services through UW-Madison at their own expense. Groups electing to pursue separate network connectivity to the UW-Madison network would then receive all network services from UW-Madison.

The UW-Extension Chief Information Officer appoints the UW-Extension Network Security Manager who oversees all security-related system administration activities for all UW-Extension devices connected to the UW-Madison Network Infrastructure.

### **Server Registration and Administration Guidelines**

For the purpose of this guideline, a “server” is defined as any computer that provides services to other computers or devices.

1. Individual desktop computers should not be used as servers.
2. All servers must be registered with the UW-Extension Network Security Manager before they may be connected to the UW-Extension Network Infrastructure. For the most current server registration information, please send an e-mail to “security@uwex.uwc.edu”.
3. Any server connected to the UW-Extension Network Infrastructure must have a technical point of contact that is specified as the system administrator and who agrees to maintain the server operating system and application software with all applicable service packs, hot fixes, and patches.
4. Any servers connected to the UW-Extension Network Infrastructure must have the appropriate operating system patches installed.

**Reporting Requirements.** As part of the server registration process, the requirements specified below must be satisfied. Each server administrator must agree to provide new or updated information whenever

- a new device is installed,
- a device is moved,
- a device is reconfigured,
- a device is removed from the network,
- the primary system administrator changes,
- the technical point of contact changes, or
- the device's operating system is upgraded or changed.

When any of the above conditions occur, the following information must be provided or updated:

- The primary server administrator name, room number, telephone number, and e-mail address
- A technical POC that can provide information when the primary user is not available or the primary server administrator leaves
- A backup technical POC
- The device brand name and model number (for all devices)
- The operating system type and version (if a computer)

By complying with this policy, you will receive access to up-to-date network security information and will receive notices when security threats arise. Questions regarding this policy may be sent to: [security@uwex.uwc.edu](mailto:security@uwex.uwc.edu).