LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL
Administrative Policy

Section: Information Technology | Section Number: 3.3.2

Subject: Device Authorization and Inventory Management | Date of Present Issue: 10/18/2024

Date of Previous Issues: None

Policy Statement:

To ensure the security and integrity of Lake Superior State University's (LSSU) information technology infrastructure, all devices that connect to the managed LSSU networks—whether through wired or wireless means—must be authorized and inventoried by the Information Technology (IT) department prior to gaining network access. This policy is critical to preventing unauthorized access, mitigating security risks, and maintaining compliance with university IT security protocols.

Scope:

This policy applies to all LSSU faculty, staff, students, contractors, vendors, and any other individuals or entities that seek to connect devices to the managed LSSU networks.

Definitions:

- **Managed LSSU Networks:** The network infrastructure maintained by LSSU IT, including wired and wireless connections, that supports university operations. This does not include the open network provided for guest and student access.
- **Device:** Any hardware capable of connecting to the LSSU network, including but not limited to computers, laptops, tablets, smartphones, printers, and IoT (all other miscellaneous devices connected to the Internet) devices.
- **Authorization:** The process of obtaining approval from LSSU IT for a device to connect to the managed network, ensuring it meets the necessary security standards.
- **Inventory Management:** The process by which IT maintains a comprehensive record of all authorized devices connected to the LSSU network, including details such as device type, owner, and security compliance status.

Procedures:

1. **Device Authorization:**
    - Any individual or department wishing to connect a device to a managed LSSU network must have prior approval from LSSU IT.

- IT will review the request to ensure the device meets LSSU security standards. This review may include an assessment of the device's software, security settings, and compliance with university policies.
- Upon approval, IT will provide authorization for the device to connect to a managed network and determine which network and what access to other networks is most appropriate for the application. Devices not meeting the required standards will be denied access with an explanation.

2. **Device Inventory Management:**
   - Once authorized, the device will be added to the LSSU IT inventory, including information such as device type, serial number, MAC address, owner, and connection details.
   - IT will regularly update and maintain this inventory to reflect the current status of all devices connected to the managed networks.
   - Departments must notify IT of any changes in device ownership, configuration, or if a device is decommissioned, so the inventory can be updated accordingly.
3. **Periodic Compliance Audits:**
   - LSSU IT will conduct regular audits to ensure all devices on the managed networks are authorized and properly inventoried.
   - Any unauthorized devices detected during these audits will be immediately removed from the network, and appropriate action will be taken to address the breach of policy.
4. **Enforcement:**
   - Unauthorized devices found connected to the LSSU networks will be disconnected.
   - Repeated violations of this policy may lead to stricter access controls and potential revocation of network privileges.

Responsibilities:

- **LSSU IT:** Responsible for the implementation and enforcement of this policy, including device authorization, inventory management, and periodic audits.
- **Departments and Individuals:** Responsible for ensuring that all devices under their control are properly authorized and compliant with this policy before connecting to the LSSU network.

Review Cycle:

This policy will be reviewed annually by the IT Department and revised as necessary to ensure ongoing compliance with university standards and the evolving cybersecurity landscape.