

TEXAS A&M
INTERNATIONAL
UNIVERSITY™
Standard Administrative Procedure

29.01.99.L1.35 Theft/Loss of Technology Equipment

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Standard Administrative Procedure Statement

General

The portability of technological devices has made theft or loss of such items easier. TAMIU has an obligation to protect all information entrusted to it. It is the responsibility of University employees to take appropriate precautions to prevent loss of information from any device that is capable of storing University-sensitive data.

Applicability

The purpose of this SAP is to establish the procedures for safeguarding technology equipment. These procedures are necessary to preserve the integrity, availability and confidentiality of Texas A&M International University (TAMIU) information. This SAP applies to all individuals who utilize technology equipment and access TAMIU Information Resources.

Definitions

Information Resources (IR): Any computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing websites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, tablets, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), smartphones, telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, it includes the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Information Resources Manager (IRM): Person responsible to the State of Texas for management of the agency's information resources. The designation of an agency information resources manager is intended to establish clear accountability for setting policy for information resources management activities, provide for greater coordination of the agency's information activities, and ensure greater visibility of such activities within and between State agencies. The IRM has been given the authority and the accountability by the State of Texas to implement security policies, procedures, practice standards and guidelines to protect the Information Resources of the agency. At TAMIU, the IRM is the Associate Vice President for IT/CIO.

Portable Computing Devices: Any easily portable device that is capable of receiving and/or transmitting data to and from IR. These include, but are not limited to, notebook computers, handheld computers, tablets and cell phones.

Procedures and Responsibilities

University employees are responsible for taking proper precautions to prevent the loss of pertinent data by means of lost or stolen electronic devices, including but not limited to, laptops and/or flash drives. In order to ensure safety of TAMIU information, all University employees must adhere to the following:

1. Confidential information must not be stored, downloaded, or taken off the University grounds unless there is a need to access this information away from TAMIU. Authorization for off-campus access must be provided by the information owner.
2. All laptops must have all physical storage devices encrypted (29.01.99.L1.24 Encryption SAP).
3. The portable computing device must be password-protected using the security feature provided on the tool and there should be no sharing of the password.
4. Whenever there is no longer a job related need to access or store this confidential information, it must be deleted.
5. TAMIU data must not be transmitted via wireless network to or from a portable computing device unless approved wireless transmission protocols along with approved encryption techniques are utilized.
6. Unattended portable computing devices must be physically secured. This means they must be locked in an office, locked in a desk drawer or filing cabinet, or attached to a desk or cabinet via a cable lock system (29.01.99.L1.15 Portable Computing Security SAP).
7. In case a device is lost, misplaced, or stolen, please report it immediately to the TAMIU Police Department at 956-326-2100 and the Information Security Officer at itsecurity@tamiu.edu or 956-326-2026.

Disciplinary Actions

Violation of this SAP may result in disciplinary action which may include termination for employees, termination of business relationships for contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion for students. Additionally, individuals are subject to loss of TAMIU Information Resources access privileges and civil and criminal prosecution.

Related Statutes, Policies, Regulations, Rules or Requirements

TAC 202.75 Security Standards for Institutions of Higher Education

Appendix

References

Copyright Act of 1976
Foreign Corrupt Practices Act of 1977
Computer Fraud and Abuse Act of 1986
Computer Security Act of 1987
The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
The State of Texas Information Act
Texas Government Code, Section 441
Texas Administrative Code, Chapter 202
IRM Act, 2054.075(b)
The State of Texas Penal Code, Chapters 33 and 33A
DIR Practices for Protecting Information Resources Assets
DIR Standards Review and Recommendations Publications

Contact Office

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