1. **Policy Statement and Reporting**
   1.1. Information Technology Services will quickly respond to and mitigate the threat of IT-related incidents. These incidents represent a security violation, which may include intrusion attempts (network or system), compromised files, compromised systems, or any other form of potential or current unauthorized access to university IT resources, accidental or deliberate.
   
   1.2. All faculty and staff should immediately report IT-related incidents to the IT Services Help Desk.
       IT Services Help Desk
       (260) 481-6030
       helpdesk@ipfw.edu
   
   1.3. The ITS Chief Information Officer (CIO) or ITS Security Officer will be notified of the situation and appropriate personnel will be identified to mitigate the incident.

2. **Reason For Policy**

   2.1. Information Technology Services has a responsibility to safeguard university systems and data from compromise. This policy has been established to ensure timely reporting and response of IT incidents on university-owned systems.

3. **Business Continuity**

   3.1. With regard to mission critical applications, upon reviewing information provided by the assigned support representative, the ITS Security Officer and available security team members will develop a timely plan for restoring affected services. The CIO will be kept apprised of the situation and actions to be taken.

   3.2. Any issue identified which potentially endangers life or property should be reported to Campus Police immediately.

   3.3. Any equipment not owned by the university which is using university IT Resources, and is found to be the target, source, or party to an IT incident may be subject to immediate suspension of services without notice until the issue has been resolved, and/or the subject system is no longer a threat.

   3.4. Internal procedures for preventing similar IT incidents will be developed or refined as necessary.
4. Who Should Know This Policy
   4.1. This policy covers students, faculty, staff, and all individuals or entities using any IPFW IT resources and all uses of those resources.

5. Definitions
   5.1. An IT incident is a security violation on university IT resources that presents an unauthorized user or system access to university data or services.
   5.2. A security violation is a compromised computer or other university IT resource, for example, viral infection, malware, hacking, etc.

6. Contacts
   6.1. ITS Security Officer
   6.2. ITS_Security_Team_list

7. Approvals
   7.1. List of who approved the document.
       7.1.1. Vice Chancellor for Financial Affairs
       7.1.2. Chief Information Officer

8. Policy Approval

The signers of this document agree that their responsible areas approve this policy.

___________________________________________________________  _______________
Chief Information Officer                                    Date

___________________________________________________________  _______________
Vice Chancellor for Financial Affairs                         Date