March 12, 2004

NETWORK & INFORMATION SYSTEMS MEMORANDUM 04-03

TO: All Texas Transportation Institute (TTI) Employees

SUBJECT: Information Technology Security Policies

Over the last few years, network security has become a major concern. Network & Information Systems (NIS) staff fight a daily battle with viruses, worms, spam, and DOS attacks that threaten the security of our data and electronic resources.

Increased security concerns have also resulted in more rules coming from the State of Texas. The Texas Department of Information Resources has statutes in the Texas Administrative Code that must be followed by all State agencies to help insure that information resources are protected and secure. In order to keep all our data secure, and comply with state rules, NIS has invested heavily in technologies to keep TTI’s information resources protected.

We’ve also instituted policies and procedures over the last few years that reinforce and help insure that TTI employees are aware of their responsibilities with regard to use of these resources.

During the next few weeks, TTI will undergo an Information Technology Security Audit, conducted by the Texas A&M University System Auditors. In preparation for this audit and to help insure that we’re in compliance with the security training requirements, our agency’s Chief Information Officer, Kassandra Agee-Letton and her staff in Network & Information Systems have updated existing policies, added new policies, and instituted information technology security guidelines that formally document and reinforce our commitment to secure TTI’s valuable information resources.

It’s important at this time to reacquaint you with existing policies and introduce you to new policies. As a first step in this important process, please take a few minutes to watch the video “Your Password and You.” You’ll recognize some of your TTI colleagues in this clever and informative video. Also included on TTINet, in the column to the left of the video viewing area, you’ll find links to the various policies affecting information technology security. After viewing the video, please click and review each policy listed on this page. These include policies for acceptable use, email and internet use, network access, portable computing, software licensing, and virus protection.

The Texas A&M University System internal auditors will be conducting audits at all levels, including individual machines and those at the agency and departmental/division levels; so, it is imperative that you complete this review in a timely manner. Your cooperation and continued commitment to security awareness and compliance within the agency are greatly appreciated.

If you have any questions, please contact Kassandra Agee-Letton via e-mail to k-letton@tamu.edu or by phone at (979) 862-1417.