



The policies of the Associated Students Incorporated are in compliance with the regulations of California State Polytechnic University, Pomona, the CSU Chancellor and the CSU Board of Trustees as well as all applicable state and federal laws.

Department: Administration

Policy Category: Information Technology

Subject: Electronic and Information Security Policy

Objective: The objectives of this policy are to:

1. Maintain a structure and system for establishing access to support and security of computer and electronic systems to ensure efficient work flow and protection of ASI's information technology resources
2. Ensure the security, privacy and confidentiality of classified data and information
3. Protect against any anticipated threats or hazards to the security or integrity of such information and,
4. Protect against unauthorized access to or use of such information that could result in substantial harm, risk or inconvenience

Legal Basis: ASI is required to comply with the Gramm-Leach-Bliley Act, which is federal legislation designed to ensure the privacy and safeguarding of non-public personal information.

Best business practices and audit standards require appropriate internal controls to protect the financial and legal interests of the organization. Given the significant investment that ASI has made in its information technology resources and its critical dependence on technology to conduct business, it is vital to provide for judicious management of access, security and use of these resources.



Policy Statement: ASI hereby adopts its Information Security Program, the Information Security guidelines and standards of California State Polytechnic University, Pomona. This is a function of ASI's use of the university's information technology infrastructure (i.e. network) and its ongoing partnership and contractual relationship with the Cal Poly Pomona Division of Information Technology (IT), which provides technical support services to ASI that are governed by the University's Information Security Program. These services include file storage via campus centralized file storage, business application hosting, file back-up, offsite storage of back-up tapes, standardized imaging, application and desktop technical support and general information technology consultative services.

ASI's Information Security Program shall comply with the guidelines and standards currently in place for California State Polytechnic University, Pomona and any updates adopted by the University in the future. An official set of these documents shall be available through University IT.

ASI Specific Guidelines and Standards

1. This policy will apply to all ASI staff, student leaders and volunteers who are authorized to have access to any ASI personal computer, server, software application, email address, website, campus file storage, electronic data, software and other information technology assets hereafter referenced as "information technology resources".
2. The ASI Executive Director or designee shall approve access related to all ASI information technology resources.
3. All authorized users will sign the prescribed form, indicating that they have received, understood and will be in compliance with ASI's Electronic and Information Security Policy.
4. All authorized users are required to use ASI's information technology resources for ASI business and education-related purposes in a responsible, ethical and legally appropriate manner.
5. All ASI staff, student leaders and volunteers are required to have a Cal Poly Pomona user name in order to have access to any ASI information technology resources.
6. ASI electronic information (documents, data, pictures, email messages, and other types of files) are the property of ASI and ASI authorized users are required to exercise appropriate care and handling of all electronic information relative to the campus Information and Classification and Handling Standard policy.

7. ASI electronic information is to be saved, protected and shared using campus centralized file storage in accordance with its functional designations to provide for efficient and productive sharing and archiving of information. ASI reserves the right to access all files stored on its information technology resources.
8. Access to the information technology resources of ASI shall be terminated upon separation from ASI. Access for ASI student leaders and volunteers will be terminated upon resignation, termination of office or expiration of volunteer period, as applicable.
9. The ASI electronic network may not be used for inappropriate purposes that may include, but not be limited to:
 - Any content that is legally discriminatory, obscene or contrary to ASI's Harassment Policy
 - Any matter that pertains to an employee's outside business endeavors or sales of any product or service
 - Support for or opposition of any candidate for public office or support for or opposition of any issue before the voters, unless supported by the California State Student Association (CSSA) or the California State University (CSU) system.
 - Computer games
 - Access to or downloading of non-ASI business related materials from network services
 - Illegal duplication of software and related documents
 - Infecting computers and hacking into computer systems
 - Actions that jeopardize ASI's federal and state tax-exempt/nonprofit status
 - Violations of ASI, University, CSU, state and federal regulations
10. Any inappropriate use of the ASI information technology resources or violation of the Cal Poly Pomona Appropriate Use Policy for Information Technology may result in termination of access and disciplinary action including up to termination of employment or removal from office, as well as recourse to legal action, as appropriate.

FOR ASI USE ONLY:	
ASI Senate Approval Date:	January 28, 2016
Verified By:	
	2/8/2016
David Lee, ASI Attorney General	Date
Approved By:	
	2/8/2016
Julian Herrera, ASI President	Date