



OFFICE OF INFORMATION TECHNOLOGY

TECHNICAL SYSTEM ADMINISTRATION POLICY

RESPONSIBLE ADMINISTRATOR: VICE PROVOST FOR INFORMATION TECHNOLOGY
RESPONSIBLE OFFICE(S): OFFICE OF THE VICE PROVOST FOR INFORMATION TECHNOLOGY
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APPROVALS: APPROVED BY:

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John Valery White, Executive Vice President & Provost *Date*

APPROVED BY THE PRESIDENT:

Len Jessup *Date*

REVISION DATE: NA

STATEMENT OF PURPOSE

The purpose of this policy is to:

- Keep university systems and the data they contain secure in order to ensure high availability and to prevent the systems from being used for unauthorized purposes.
- Comply with federal, state, and NSHE statutes, regulations and/or policies.

ENTITIES AFFECTED BY THIS POLICY

Entities affected by this policy include system owners and technical administrators.

WHO SHOULD READ THIS POLICY

System owners and technical administrators should read this policy.

POLICY

Every system must have a designated system owner who is a full-time UNLV employee and is accountable for the system. The system owner must ensure that the security and access requirements associated with the data on the system are in compliance with federal, state, and NSHE statutes, regulations and/or policies established by these groups.

Technical administrators must know who the system owner is and must ensure that the security and access requirements associated with the data and/or applications on the system are met.

Systems must meet security standards set by the Office of Information Technology (OIT).

Systems will be audited periodically by OIT to ensure compliance with federal, state and NSHE statutes, regulations and/or policies.

Refer to OIT's Policies and Procedures web page at <http://oit.unlv.edu/about-oit/policies> for additional information and exceptions.

RELATED DOCUMENTS

Acceptable Use of Computing and Information Technology Resources Policy
<http://www.unlv.edu/sites/default/files/24/Provost-AcceptableUse-1-31-14.pdf>

CONTACTS

Refer to OIT's Policies and Procedures web page at <http://oit.unlv.edu/about-oit/policies> for a list of individuals who can answer questions about the policy.

DEFINITIONS

System - Related hardware components, software programs, or both that store, process or transmit data. Systems include but are not limited to network devices, appliances, physical and virtual environments, desktop devices being used as servers, and applications. Systems hosted by third party vendors are subject to this definition.

System Owner - A full-time UNLV employee who is responsible for the system, knows the function(s) of the system, authorizes access, knows who the data owners are, and understands what data the system stores, processes, or transmits.

Technical Administrators - Individuals who manage the system as the system owner or on behalf of the system owner. Technical Administrators have administrative privileges (e.g., adds users, updates operating systems, defines roles, configures the application) and may be responsible for system, application, or user security. Technical Administrators may also be known as Application Administrators, System Administrators, Network Administrators, Database Administrators, etc.
