

**You are the key
to KSU
Information
Security**



Contact Information

ITS Service Desk

<http://its.kennesaw.edu/helpdesk/>

service@kennesaw.edu

770-423-6999

ITS Information Security Office

www.kennesaw.edu/infosec

iso@kennesaw.edu

770-423-6620



Kennesaw State University
ITS Information Security Office
1000 Chastain Road
Kennesaw, Georgia 30144

Phone: 770-423-6620
www.kennesaw.edu/infosec

Recommended Email Practices Continued

- Delete any unsolicited (SPAM) messages that you may receive in your KSU email inbox. Report SPAM by clicking the Junk button in Zimbra or right-click the message and mark it as Junk in Outlook.
- Avoid opening unsolicited attachments. Malware often spreads by email attachments.
- Avoid participating in email chain letters or emails asking you to forward something to everyone in your contact list.
- **ITS will never ask for your password or other personal information via email.** If you have a concern regarding the validity of an email or communication, we encourage you to contact the KSU Service Desk for assistance.
- Avoid clicking on hyperlinks in email messages. Instead, if you trust the source, copy and paste the address into your internet browser.

IT Abuse

If you witness KSU IT resources being abused (such as sending SPAM from a KSU email address) please report it to ITS immediately by calling extension 6999 from a campus phone, 770-423-6999 when off campus or by filling out the Abuse Form at <http://www.kennesaw.edu/infosec/abuse.html>.

IT Theft

If you witness a physical theft of KSU computing resources please call KSU Public Safety immediately at 770-423-6666.

Information Security And You!

Information Security at KSU

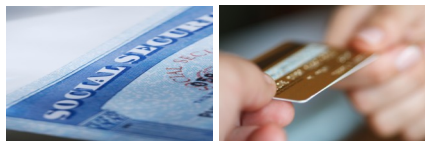
KSU Information Technology Services (ITS) works to protect the university's information resources (such as the email system, network storage, and network access), but individuals play a vital role in information security.

Protecting KSU sensitive information and IT resources is everyone's responsibility. By orienting yourself with the information contained in this brochure you will become familiar with the common security risks at KSU and learn simple steps to protect against them.

KSU Sensitive Information

While there are many different types of information on campus, the three critical types that deserve extra attention are:

1. Social Security Numbers
2. State issued ID numbers
3. Financial account information



Unintentional release of sensitive information can put the university or information owner at risk of monetary loss or identity theft. Furthermore, KSU is required to protect this information by law, regulation and industry standards.

Here are some things you can do to help:

- If you believe that sensitive information may have been released, report it immediately by contacting the ITS Service Desk at extension 6999 from a campus phone or 770-423-6999 when off campus.
- Utilize Banner, OwlExpress and WebCT for transmitting information to students. Avoid posting student data on faculty or staff public web pages, as these pages are accessible by anyone on the internet. Also, please avoid using email to transmit sensitive information.



Policies

All IT security policies can be found on the ITS Information Security Office website at <http://www.kennesaw.edu/infosec/>. Please take a moment and familiarize yourself with these policies as they provide additional details on the proper use of IT resources at KSU.

You are also encouraged to submit feedback on these policies by using the Policy Feedback link on the ITS Information Security Office website at <http://www.kennesaw.edu/infosec/feedback.html>

Malware

Malware is a general term that is used to describe many different types of software that have malicious intent (such as corrupting or even stealing information). By being aware of these threats, and reporting occurrences of malware (such as viruses infections), you are helping protect the campus computing environment as a whole!

While on campus, most KSU owned desktops and laptops are protected from malware by Symantec Endpoint Protection. While off campus ITS recommends the following:

- Make sure your virus software is up to date and run virus scans on a regular basis.
- Use the up-to-date KSU-provided antivirus software available on the ITS website at <http://its.kennesaw.edu>
- Keep your computer up to date with the latest security updates
- Contact the ITS Service Desk if your KSU assigned computer begins acting abnormally. The ITS Service Desk can be reached at extension 6999 from a campus phone, 770-423-6999 when off campus or by email at service@kennesaw.edu.

For additional information on the above topics, as well as others, please visit the ITS Information Security Office website at <http://www.kennesaw.edu/infosec/>.

Recommended Email Practices

Email is a critical tool in the daily operations at KSU. Even so, it also carries some unique challenges to the security of university information. The ITS Information Security Office recommends the following practices for email security:

- Avoid using your KSU email address for non-university business.

