Statler College
Data Center Access Policy

Objective

All access to the Statler College Data Center will be restricted to protect Statler computer and server operations under WVU and federal guidelines

Scope

This policy applies to all University staff, faculty, administrators, officers, contractors and students.

Policy

Access to the Data Center shall be limited to those appropriate individuals needing access to operate the center, maintain systems and the facilities or for emergency access:
- Dean
- Building Supervisor
- Statler Information Technology Director
- Statler Information Technology Staff
- KNOX BOX
- Key Administrator
- Physical Plant Emergency Responders

- The Department Technology Staff maintaining servers secured in the Data Center shall be authorized through a written request by the Chairman to the Statler College Director of Information Technology. This request must provide appropriate justification for access.

- The Data Center Access list shall be reviewed and updated every six (6) months.

- The Statler IT director shall remove access for any authorized user no longer employed at Statler or whose change in status or responsibility would no longer require Data Center Access.

Data Center Access Rules

- There are various levels of access. Statler College Professional Technologists, assigned to work in the Data Center on a daily basis, will be able to use their WVU ID card to access the Data Center. All others authorized for access, but not assigned to work in the Data Center must present their WVU ID card to the IT persons on duty as identification. Failure to present proper identification may result

Updated: 22 April, 2021

in denial of access to the Data Center. All users who access the Data Center must complete the sign-in log.

- Physical plant employees needing access to perform routine maintenance should work through the Statler IT Director or delegate to access the Data Center.

- Activities within the Data Center shall be restricted to the area where the person's equipment and/or systems are stationed.

- If an unauthorized person / visitors / contractors are escorted into the Data Center, the authorized personnel must remain with that person at all times while they are in the Data Center.

- The Data Center is monitored by cameras at all times and all activities in the Data Center shall be recorded routinely.

- All visitors are required to report to IT persons on duty any problems within the Data Center and/or any violations of any Data Center policies or procedures.

- Student employees shall not be permitted entry to the Data Center except under direct supervision of authorized personnel.