



Statler College Research Data Center Access and Usage Policy

Objective

Access to the Statler College Research Data Center (RDC) will be restricted to protect Statler computer and server operations under WVU and federal guidelines.

Scope

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

Policy

Access to the RDC shall be limited to those authorized individuals needing access to operate the center, maintain systems and the facilities, and for emergency access:

- Dean
- Building Supervisor
- Statler Information Technology Director
- Statler Information Technology Staff
- Department Technology Staff
- KNOX BOX
- Key Administrator
- Physical Plant Emergency Responders

Researchers requesting to have computer systems housed in the RDC shall work through their department IT person to submit a written request to the Office of the Dean. This request must provide appropriate justification for use of the facility, a hardware inventory list with power requirements, a list of all research staff and graduate assistants needing access, and emergency contact information. Graduate Student access must be re-authorized each semester.

Researchers needing to add any equipment of any type will work through their department IT person to submit a request, including a hardware list and power requirements to the Statler Director of Information Technology.

Researchers must notify the Statler Director of Information Technology whenever an employee or graduate assistant is no longer employed or has a change of status or responsibility that would no longer require RDC access.

Researchers needing authorization for additional staff will submit requests to the CEMR Director of Information Technology. Access will be granted within 48 hours.

The RDC access list shall be reviewed and updated every semester, and shall remove access for any user no longer employed at Statler or whose change in status or responsibility no longer requires RDC access.

RDC Access Rules

- Physical plant employees needing access to perform routine maintenance will contact the Statler IT Director or designate.
- No power is to be interrupted or changes made without the approval of the IT Director or designate. This is critical to avoid shorts, system shutdowns, or power spikes that can damage equipment.
- RDC activities 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 RDC, the authorized personnel must remain with that person at all times while they are in the data center.
- The RDC 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 in the ESB G40 IT Center any problems within the RDC and/or any violations of any data center policies or procedures.
- All equipment must be labeled including the researcher name and primary and secondary contacts, using both phone numbers and e-mail addresses.
- All servers housed within the RDC must comply with all WVU standards, (<http://it.wvu.edu/governance/standards-and-procedures/all-standards>) including the Secure Server Standard (<http://it.wvu.edu/governance/standards-and-procedures/all-standards/server>).