Office of Computing and Communications Services

The purpose of an Information Technology Standard is to specify requirements for compliance with Old Dominion University Information Technology policies, other University policies, as well as applicable laws and regulations. Standards may include business principles, best practices, technical standards, migration and implementation strategies, that direct the design, deployment and management of information technology.

Information Technology Standard: Technology Policy Development and Maintenance Standard
Reference Number: 01.1
Date of Current Revision or Creation: October 2012

A. PURPOSE

The purpose of this compliance standard is to establish general rules for the adoption of policies, standards, procedures, and guidelines governing the use of information technology resources. In general, rules that are easy to find, read and understand will:

- Maintain accountability and compliance
- Provide faculty, staff and students with clear, concise tools
- Clarify how the University does business
- Promote responsibility and ethical behavior consistent with the University mission

B. DEFINITIONS

Board of Visitors is defined as the governing body of Old Dominion University.

A Guideline is typically a collection of systems or process specific “suggestions” for best practice. They are not requirements to be met, but are strongly recommended practices.

Information Technology is defined as telecommunications, automated data processing, databases, the Internet, management information systems, and related information, equipment, goods, and services.

Information Technology Advisory Council (IACT) is defined as the institutional committee of faculty and staff charged with the responsibility to advise review and recommend on matters related to information technology.
**Minor changes** involve topics of limited significance, are unlikely to involve disagreement, and do not change important aspects of the relationship of individuals to the University.

**Major changes** have either a significant impact on one or more major constituencies or require significant change in the way University units interact. Major changes may include issues of fairness, changes in longstanding means of operation that require major adjustment, or costs for compliance.

**Non-substantive changes** are not intended to change existing policy, but are made to correct errors, change format, clarifying existing policy, or update contact information.

**OCCS** is the acronym for the official name of the Office of Computing and Communications Services.

A **Policy** is typically a concise general statement that outlines requirements or rules that must be met, but not how to accomplish them. Policies usually cover a broad topic, its application throughout the organization, and mandatory. One policy may have several standards, procedures or guidelines.

A **Procedure** is typically a detailed step-by-step process that shows how to comply with or satisfy a standard. Procedures can be associated with forms.

A **Standard** is typically collections of systems or processes with specific controls or requirements that must be met by everyone. Standards provide more focus on how to accomplish a policy. Standards are sometimes expressed as defining “statements.”

**C. STANDARDS STATEMENT**

**Technology Policy Development and Maintenance**

Old Dominion University faculty, staff and students need ready access to clear and comprehensive technology policies and related information. The authority to establish and approve policy is delegated by the Board of Visitors to selected parties.

The Office of Computing and Communications Services is responsible for the formulation and promulgation of policies, standards, procedures and guidelines related to information technology in support of a unified information technology. The Information Technology Advisory Council provides assistance and oversight in administering information technology at the University.

Policies, standards, procedures and guidelines are clearly defined to provide a common understanding of terms. Documents are to be written in an accepted format and formally approved by the responsible party.

Changes to policy are classified as non-substantive, minor and major. Major changes require review by the responsible party.
D. PROCEDURES, GUIDELINES & OTHER RELATED INFORMATION

None

E. HISTORY

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