

# **Baldwin Wallace University Information Technology Policy**

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## **1.0 Overview**

Baldwin Wallace University is hereinafter referred to as "BW". BW authorized user is hereinafter referred to as "user".

BW intends to provide a secure network infrastructure to protect the confidentiality, integrity, and availability of BW data and minimize the risk of a security incident. Even with appropriate preventative controls in place, no environment is perfect. To assure a reasonably secure environment requires the appropriate monitoring and incident detection to be in place.

## **2.0 Purpose**

The purpose of this policy is to establish the basic technical controls required to reasonably monitor and detect malicious activity on BW networks and servers.

## **3.0 Scope**

This policy applies to all IT networks, systems, and devices that make up or connect to the BW computing environment, and any devices capable of accessing BW systems and resources. This includes personal devices owned by students or employees as well as contractors' devices that attach to a BW-provided network. For non-BW managed IT resources, these controls must be addressed in the Third-Party contract.

## **4.0 Policies**

### **4.1 Logging and Monitoring Requirements**

The logging of certain events is a key component of good network-management practices. Logs from application servers, network devices, and other critical systems may contain different types of data, but all provide valuable information that BW must record. Critical systems, network devices, and applications handling sensitive data must record security-relevant events, including authentication activity, privileged user actions, and access to student or financial information.

BW requires that logging on network-level devices be enabled to the degree reasonably necessary for the Security Operations Center (SOC) to detect malicious activity and remediate incidents. In addition:

- No passwords may be captured in logs, and every effort must be made to minimize the inclusion of personally identifiable information (PII) or other sensitive data.
- Key logs are to be continuously monitored for malicious activity by the SOC. Other logs should be reviewed periodically based on BW's overall risk-management strategy and operational requirements as determined by the annual risk assessment and at the discretion of the Chief Information Officer. The review frequency should reflect BW's perceived level of risk. Any

exceptions or anomalies discovered during the review process must be fully investigated and documented.

- Logs must be retained in accordance with the ITP-BW-06 Retention Policy. Unless known to contain only non-proprietary or public data, network-device logs must be classified as confidential. Refer to the ITP-BW-04 Data Classification Policy for details on data types.

Because attackers often attempt to erase or alter records of their activities, BW must secure logs so they cannot be modified. The following requirements apply specifically to the protection of logs:

- Only individuals with a legitimate business need may view or access logs.
- Logs must be protected against any modification that could compromise the confidentiality, integrity, or availability of the data.
- Where technically feasible and not cost-prohibitive, logs must be sent to a centralized log server.

#### **4.2 Intrusion Detection/Intrusion Prevention**

Intrusion Detection System (IDS) and Intrusion Prevention System (IPS) technology can be useful in network monitoring and security. These tools differ in that an IDS alerts to suspicious activity whereas an IPS blocks the activity. When tuned correctly, IDSs are useful but can generate a large amount of data that must be evaluated for the system to be of any use. IPSs automatically take action when they see suspicious events, which can be both good and bad since legitimate network traffic can be blocked along with malicious traffic.

BW requires the use of either an IDS or IPS on critical or high-risk or high-security network segments. If an IDS is used, procedures must be implemented to review and act on the alerts expediently. If an IPS is used, procedures must be implemented that provide a mechanism for emergency unblocking if the IPS obstructs legitimate traffic.

#### **4.3 File Integrity Monitoring**

File Integrity Monitoring (FIM) will alert to changes to critical system files. This can be useful in notifying the IT staff of malicious activity or other significant network events that may otherwise go unnoticed. For mission-critical servers, BW requires the use of an effective change detection mechanism, such as FIM technology, that will alert to changes, additions, and deletions to critical system files, configuration files, or content files. The software must be configured to perform critical file comparisons at least weekly. BW must implement a process to respond promptly to any alerts generated by the change-detection software.

#### **4.4 Antivirus/Anti-Malware**

Computer viruses and malware are pressing concerns in today's threat landscape. If a system or network is not properly protected, a virus outbreak can have devastating effects on the system, the network, and the entire BW. BW provides the following directives on the use of antivirus/anti-malware software:

- All MS Windows and Macintosh user workstations, laptops, and servers must have antivirus/anti-malware software installed, fully functioning, and up-to-date with both software and signatures.
- Antivirus software must automatically run periodic scans with no user intervention required to initiate the scan.
- For BW-provided devices, BW must ensure that antivirus software is running and cannot be disabled or altered by users.
- If there is a legitimate technical need to disable the antivirus software temporarily, this is permitted only with IT approval and for a limited time. BW should consider implementing additional security measures for the time that the antivirus software is disabled.

#### **4.5 Applicability of Other Policies**

This document is part of BW's cohesive set of policies. Other policies may apply to the topics covered in this document, and, as such, the applicable policies should be reviewed as necessary.

### **5.0 Enforcement**

#### **5.1 Employee Enforcement**

This policy will be enforced by the Director of Information Security, Chief Information Officer, and BW Administration. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of BW property (physical or intellectual) are suspected, BW may report such activities to the applicable authorities.

#### **5.2 Student Enforcement**

Suspected misuse of the facilities should be reported to the Director of Information Security or the Chief Information Officer (CIO). The Director of Information Security and/or CIO, who is authorized to determine if there has been a violation of policy or law will refer student violators to the Office of Student Conduct for resolution. Pending the outcome, access to the shared technology resources may immediately be restricted or suspended. In some cases, limited access will be provided to the facilities needed for university-related activities, such as classes. Violations can result anywhere from Conduct Probation to suspension or expulsion from the University. Where illegal activities or theft of BW property (physical or intellectual) are suspected, BW may report such activities to the applicable authorities.