



IU South Bend

Information Technologies

# IT UPDATE

August 2006

## New Laws Could Affect YOU!

Three new laws passed recently by the Indiana legislature went into effect July 1, 2006. These laws regarding the protection of personal information can impose criminal penalties on individuals who violate them. The types of data protected include social security numbers, credit and debit card numbers, financial account numbers, drivers license numbers, security codes and passwords, and state identification card numbers.

President Herbert recently sent a personal email to all IU faculty and staff conveying the importance of the university's full compliance with this legislation. The memo from Beth Cate, Associate University Counsel, and Merri Beth Lavagnino, IT Policy Officer, dated June 16, 2006, was included with the President's email and stated that the university:

- NOT disclose outside of IU more than the last four digits of an individual's social security number without the individual's express written permission, or when required by law,
- Dispose of the personal information described above in a secure manner so that third parties cannot obtain and use (or misuse) that information, and
- Notify individuals whose personal information reasonably appears to have been exposed to unauthorized access as a result of a system security breach.

### Where might YOU have confidential data?

Social security numbers were used for years as the default student identification numbers. Do you have lingering old class rosters or Focus queries on your computers? Be aware that you, personally, could be held responsible if those data were somehow made public. Be sure that you have properly deleted all files containing such information from your computer and all storage media. Sensitive data on stolen laptops or desktops, hacked computers or servers, and inadvertent postings have brought unfavorable publicity to those involved.

### Keep data secure in your office!

When you step away from your desk, even for what you think will only be a minute, be sure to lock your computer (hold down the windows key on lower left of the keyboard and press L). All office computers should automatically lock after 15 minutes, but it is amazing how much information someone can glean from your computer in only 2-3 minutes.

Since most users on campus are administrator of their computer, it is even more important to remain vigilant against being an unwitting victim to those with malicious intent. It is especially important for those who work with sensitive information on a regular basis. Some ways in which confidential information can be stolen:

- Keyloggers and other viruses and spyware can be installed without your knowledge and can steal private information, passwords, etc.,
- Websites and downloaded software, such as free screensavers, backgrounds or programs can initiate malicious code on your computer,
- Opening email attachments from anyone, (remember, hackers can spoof email addresses of people you know), could initiate malicious activity,
- False links to malicious websites, (a web link in an email can actually go to a different website than how it appears in the email), or
- Information sent over the network/internet unencrypted might be copied while in route.

The best way to protect yourself is to make sure your spyware and antivirus software is kept up to date, and scan your workstation often. Understand that not all viruses will necessarily be discovered by antivirus software. The best practice is to restrict computer use to IU business only, and refrain from using non-IU sanctioned software and websites.

Further details concerning our obligations under these new laws and how they relate to existing data privacy and security measures and requirements may be found at <http://itpo.iu.edu/policies/bestpractices/dataprotection.html>.

## Account Activation and Disabling

New employees may activate their own account as soon as their paperwork has been processed by Human Resources. To activate they need to go to <https://itaccounts.iu.edu> and answer the questions appropriately.

Account activation can be done from home via any internet browser. It can also be accomplished on campus, but would require using a computer that has been logged into by another user.

Employee accounts are now automatically disabled as soon as the system detects the user is no longer with the university.

## Wednesday Nights

Remember to leave your office computers powered ON, but logged OFF when you leave on Wednesday. IT uses this night to centrally install patches and system upgrades to office computers in order to minimize interruption for you during the day.

IT's recommended best practice is to *Restart* your computer at the end of every day. (Select *Start*, then select *Restart*.) This logs you off and reboots your computer.

We appreciate your cooperation in keeping our campus computers updated and secure.

Information Technologies  
IT Update - August 2006  
Beverly Church, Editor

## Portable Labs Available This Fall

Two portable labs, each equipped with 16 laptops and a laser printer are available for checkout and use in the classrooms this fall. One unit is for Northside Hall classrooms and the other is for Wiekamp Hall classrooms. The laptops are equipped with the Microsoft Office suite, current browsers, and wireless internet access.

The units could be used for evaluations, internet demonstrations or work on projects during class—feel free to explore the possibilities.

To reserve a unit for your class, call the IT Helpdesk at x5555, or send email to [helpdesk@iusb.edu](mailto:helpdesk@iusb.edu).

Please place your request two weeks prior to your class and let us know if any special software is required.



## Web Services Now On Our Campus

As of July 1, 2006, web hosting of [www.iusb.edu](http://www.iusb.edu) was returned to our campus after being housed at IUB (Veritas) for three years. Several months of preparation led the way to a smooth, nearly transparent, transition. To avoid the possibility of future disruption of services for current or potential students, the new service was installed with multiple layers of redundancy.

This move to our campus brought many advantages, including:

- Ability to integrate the web service with local database servers,
- Flexibility to configure our web environment to best suit the needs, goals, and mission of IU South Bend,
- No departmental charge for additional disk space or tape restorations,
- Possibility for future expansion of services such as wikis, blogs, and closer integration with streaming media

## Bulletin Board To Replace Email Digests

This summer the campus has been piloting the new IU South Bend Bulletin Board. This new communication tool will replace the current email digests on September 15. The bulletin board offers several advantages including:

- ◇ You can opt out of forums that don't interest you. For example, if you are not involved with the facilities department, you can opt out of receiving notifications from the Broom Closet.
- ◇ You have the freedom to view postings in any forum at any time, even though you may have opted out of receiving their notifications.
- ◇ You can search the bulletin board for a specific posting. Maybe you'd like to look up the time of an event that was announced last week. You can search on a unique word to find the specific article.
- ◇ You receive only one email notification in your mailbox each day rather than one from each group of which you are a member.
- ◇ You can click on the title of the article you want to read and be taken immediately to that article in the bulletin board, rather than having to scroll through numerous other articles.
- ◇ Forums are grouped by topic so you can easily choose to read those that interest you.
- ◇ You can choose to receive email notifications at intervals from 1-24 hours.

If you are not enrolled in the bulletin board please use your browser to go to <http://bb.iusb.edu> and follow the instructions under the FAQ button at the top of the page.

## New Intel iMacs in Labs This Fall

New intel iMacs will be installed in the labs this fall. All computers in the Greenlawn Mac lab (GR132) will be upgraded. Other labs receiving a few of the new units will include NS0040, DW1225, GR111 (LRC), DW1105 (LaRC), the library lab, and Elkhart lab.

**Important reminder**— Classic Mac applications (OS 9 and prior) are not supported on the new intel Macs.

## Classrooms Upgraded

This spring and summer thirteen more classrooms were equipped with technology to complete the last phase of classroom upgrades.

To view a list of all generally-scheduled technology rooms and their equipment, visit [www.iusb.edu/~sbit](http://www.iusb.edu/~sbit) and follow the links for classrooms.

### IT Helpdesk

DW1245

Hours:

8:00 am—8:30 pm, Mon-Thurs.

8:00 am—5:00 pm, Friday

[www.iusb.edu/~sbit](http://www.iusb.edu/~sbit)

Phone: 574-520-5555

E-mail: [helpdesk@iusb.edu](mailto:helpdesk@iusb.edu)