

## Department of Biology - IT Security Policy

1. All users are subject to Indiana University IT policies, posted at [policies.iu.edu](http://policies.iu.edu), as well as the [Acceptable Use Agreement](#).
2. All new IU or lab-owned computers must come to the Biology Computing Support Office (BCSO) for secure setup. This also applies to reinstallation of operating systems on blank media. Exceptions can be made for instrument computers, at the discretion of the Computer Systems/Resource Manager and the Associate Chair for Research.
3. Labs and individuals cannot set up servers without first notifying and getting approval from BCSO. Simply put, if you can sit down at computer A and connect to computer B over the network to access its files or applications, then computer B is a server. [IU policy IT-28](#) has increased oversight requirements for lab servers, and explicitly designates the IU Data Center as the preferred location for servers at IU. IU offers many services that reduce the need for private lab servers, such as IU Box.
4. Secure disposal: All computers, hard drives, and other storage media used for research, teaching or other IU work must be securely erased or shredded before recycling, disposal, or transfer to another department per IU Policy [FIN-PUR-14.1](#). IU or lab-owned computers must be brought to JH129 for secure disposal. BCSO can advise you on securely erasing data on your personally-owned devices.
5. Use strong passwords on all of the accounts that you use to log into your computer, per IU's [Acceptable Use Agreement](#).
6. All laptops used for any university work, regardless of ownership, must be encrypted per IU policy [IT-12.1](#). If your laptop is lost or stolen, encryption prevents someone else from reading your data, even if they remove the hard drive.
  - For Mac laptops, use Filevault to encrypt the drive, and for most Windows 10 laptops Bitlocker is the best encryption tool. Store your encryption password in a safe place; if you lose it, you'll lose access to the encrypted data permanently.
7. If you believe your computer has been infected or hacked, or that your IU passphrase has been leaked, contact Biology Computing Support immediately at [biocomp@indiana.edu](mailto:biocomp@indiana.edu) or 855-7807.