 <p>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</p>	<p>BUSINESS POLICY AND PROCEDURE MANUAL</p>	Date Issued: 10/23	Revision Date:	Page: 1 of 2	
				Classification Code: 10-14	
		Section: INFORMATION TECHNOLOGY			
		Subject: POINT OF SALE DEVICE REGISTRATION AND INVENTORY POLICY			

PURPOSE:

The purpose of this policy is to protect the integrity of Southeast Missouri State University's network and maintain the security and confidentiality of personal and financial data processed through Point of Sale (POS) devices. This policy restricts the use of POS devices on the University network to those registered and approved by the Southeast Missouri State University Department of Information Technology (IT).

DEFINITIONS

Cellular Connection: A device or feature on a mobile device that facilitates the ability of the device to share data with other devices or services using a cellular service provider.

Hot Spot: Synonymous with Cellular Connection. A Hot Spot uses a device to allow the sharing of data or devices. A Hot Spot is not a Wi-Fi Connection.

Payment Card Industry Data Security Standard (PCI DSS): A set of security standards designed to ensure that all companies that accept, process, store, or transmit credit card information maintain a secure environment


Point of Sale (POS) device: The hardware and/or software used by businesses to conduct and manage sales transactions.

Point-to-Point Encryption (P2PE): A security measure that encrypts data from the time it is entered into a system until it arrives at its destination. It ensures that sensitive information, such as credit card data or personal details, remains confidential and secure as it moves across networks or systems.

Virtual Local Area Network (VLAN): A network protocol that enables the creation of logically segmented networks with a physical network.

SCOPE OF POLICY

This policy applies to all University personnel, departments, students, vendors, and third-party affiliates using or planning to use POS devices on Southeast Missouri State University's network in association with Southeast Missouri State University related Merchant Identification numbers (MID).

 <p>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</p>	<p>BUSINESS POLICY AND PROCEDURE MANUAL</p>	Date Issued: 10/23	Revision Date:	Page: 2 of 2	
				Classification Code: 10-14	
		Section: INFORMATION TECHNOLOGY			
		Subject: POINT OF SALE DEVICE REGISTRATION AND INVENTORY POLICY			

POLICY

General

- 1.1 All POS devices intended for University use must be registered with and approved by IT prior to installation or use.
- 1.2 All POS devices, whether registered or unregistered, are prohibited from use on the University wireless (Wi-Fi) network.
- 1.3 All Southeast Missouri State University approved POS devices must be used with a “Wired” LAN connection assigned to a specific, secure VLAN or a cellular connection provided by a third-party cellular service provider.

Registration and Approval

- 2.1 To register a POS device, the respective department, individual, or third-party affiliate must submit a detailed request to the IT department, including the make, model, and intended use location of the device.
- 2.2 IT will evaluate the request based on network compatibility, data security standards, and University policy compliance.
- 2.3 Upon approval, the registered device will be allowed on the wired POS VLAN or a cellular connection and subject to regular security checks.
- 2.4 An annual inventory of all POS devices in use by Southeast Missouri State University is conducted. Inventory must include a photograph of each POS device, manufacturer, model, serial number, and MAC address (when applicable).

Non-Compliance

- 3.1 Any discovered unregistered POS device on the network will be disconnected immediately.

IV. Revision

This policy is subject to change as necessary. Reviews will be conducted annually or upon significant changes to information security risk exposure.