Policy Guidelines

UNIVERSITY OF FLORIDA
HEALTH SCIENCE CENTER
ACCEPTABLE USE POLICY
CHECKLIST

As a good computing neighbor, I

☐ Do not install software that my department
   hasn’t approved
☐ Refrain from sending or forwarding junk e-mail
   or SPAM
☐ Visit web sites related to my work and check
   with my supervisor about visiting web sites for
   personal use
☐ Use safe and approved instant messaging
   software and avoid using it to send and receive
   files
☐ Download personal pictures, video and music
   to storage that only affects me (local drive on
   my workstation (if permitted), CD or a USB
   drive).

WHAT IS AT RISK?

- Productivity - The following have, potentially,
  a negative impact on our computer
  resources
- unauthorized software
- junk mail
- websites featuring pornography, online
  gambling, dating, and game services
- instant messaging (especially with file
  sharing)
- downloading and storing pictures, video
  and music
- Reputation - The University’s reputation is
  threatened when junk e-mail messages are
  sent or forwarded from UF e-mail accounts.
  The discovery of adult pornography on UF
  IT resources is damaging as well. So is
  downloading software that could permit a
  hacker to break into our network and steal
  data.
- Legal - Legal action can be taken against
  you personally if you use UF computing
  resources for
  - child pornography
  - spreading computer viruses or hoaxes
  - fraud
  - identity theft
  - illegal distribution of copyrighted material

INTRODUCTION
The University of Florida (UF) acquires,
develops, and maintains computers, computer
systems and networks to facilitate direct and
indirect support of UF’s academic, research
and service missions. The UF Acceptable
Use Policy (AUP) combined with unit-specific
policies and guidelines provide a framework
describing acceptable and required behaviors
involving Information Technology resources (IT-
resources).

RATIONALE
Occasional personal use of UF IT-Resources is
permitted when it

- is not for personal gain
- is not excessive or disruptive
- does not consume a significant amount
  of computing resources
- does not interfere with the performance
  of the user's job or other UF
  responsibilities and
- is otherwise in compliance with the UF
  AUP.

Further limits may be imposed upon personal
use in accordance with normal supervisory
procedures concerning the use of UF
equipment.

Acceptable Use Policy (AUP)
Guidelines for
The University of Florida’s
Health Science Center (HSC)

Be a good computing neighbor. Use your
computer for work and check with your
supervisor for personal uses.
Acceptable Use Policy: What Does It Mean To Me?

SCENARIO

Embarrassing Situation. While trying to download pornographic files on your office computer you have a technical problem and call your IT support staff. The IT person encounters the pornographic files while trying to help you.

The IT support person first informs you that use of your computer for personal objectionable material is against the AUP. She tells she is not required to help you solve your download problem and walks away. Notification is sent to your supervisor.

WHEN CAN MY FILES BE ACCESSED BY SOMEONE BESIDES ME?

Routine IT Work

During the course of routine work (system performance monitoring, system audits, problem resolution, or security management) IT staff may encounter file or message content that you created. Your notice appears on a banner on your monitor before you logon to your UF computer.

While trouble-shooting your computer, IT staff may need to open a file or email message. You must be present or provide consent (via email) before they do so.

Business Related Emergencies

If you are unreachable and your supervisor needs email or content that you created, your Dean, Director or Department Chair may authorize access; however, you should expect to receive a notification from your supervisor.

Suspected Policy Violation or Legal Issue

If there is reasonable suspicion of a policy violation or a law issue your files or email content may be accessed. It will be appropriately authorized by HSC Security, UF Privacy, HR or the General Counsel's Office depending upon the nature of the investigation. However, you should not expect to be notified.

SCENARIO

File Access by Supervisor: You have a budget file stored in your "My Documents" folder that your supervisor needs. You are scuba diving in the Galapagos.

Your supervisor obtains permission from your Director, the IT staff gives your supervisor the file, and your supervisor sends you an email message notifying you of what took place.

Scenario: You should have given your supervisor this file before you went scuba diving.

HOW ARE VIOLATIONS PREVENTED?

Communication and technical controls are two approaches to help prevent violations of the Acceptable Use Policy.

- Good communication with your supervisor and manager of your IT department will help you understand the rules to be followed and the consequences if you do not.
- Technical controls approved by your unit leadership may be implemented. These are things such as:
  - quotas on the amount of e-mail you may store and the amount of files on network storage
  - blocking access to certain websites that can do damage to our computers
  - filters on file systems that limit the types of files you may store (*.mp3, *.jpg, *.wmv, etc.)

Overused Resource.

During a routine scan of network storage, IT staff discovers that 63% of all department space is being consumed by your music files.

IT staff may delete personal music files from shared HSC IT resources (networked drives) after providing good communication. IT staff will also remind you and your supervisor about the HSC AUP.

SCENARIO

E-mail: Access by supervisor. A supervisor asks IT staff for access to your e-mail because he suspects you are running a personal business from work.

In order for a supervisor to access an employee's e-mail for a suspected policy violation such as in this scenario, they must have authorization from Human Resources and collaboration with the Office of General Counsel.

HOW IS THE AUP ENFORCED?

If you violate the AUP, you and your supervisor will be notified. The notification will include helpful information that describes the violation and suggests steps for its remedy. After this notification you and your supervisor will agree on a time frame for getting the violation in check.

- Determine and execute steps to prevent the violation in the future.
- Re-read the AUP Guide.

WHAT HAPPENS IF I DON’T COMPLY?

If you continue to violate the AUP or if the violation goes unaddressed, you will be warned that your account may be suspended.

If your account is suspended it can only be re-activated upon assurance from you and your supervisor that the unacceptable use will stop.

Supervisors should use judgment to determine whether disciplinary action is necessary. If this is the case, then Human Resources must be involved.

SCENARIO

Visiting game web sites: Computer virus. A virus has to be removed from your computer. IT staff told you it came from a game web site you visited.

You and your supervisor are notified. You agree not to do it again.