Policy Basis: 6051 COMPUTER USE AND ELECTRONIC INFORMATION SECURITY POLICY

Access to UNMC IT resources is a privilege extended to individuals. This access includes the responsibility to use the resources for UNMC related activities and represent UNMC in a professional manner.

1. Information Systems are to be used predominantly for University related business.
2. Do NOT share user ID/password, except in the situation necessary to fix your computer.
3. You are accountable for all access under your user ID/password.
4. UNMC follows all federal, state and local regulations. Illegal activity will be reported to authorities.
5. UNMC cannot and does not guarantee user privacy.
6. Access to your email and personal files can be granted with proper authorization.
7. Ensure you have built a strong password.
8. Ensure you ALWAYS log off a computer which is located in a public area. When you leave your office, ensure that a screen saver which requires a password displays so no one can use your computer when you are out of the area.
9. Remote access to UNMC IT systems is available.
10. When using UNMC’s email or voice mail systems, all individuals are expected to demonstrate professional conduct.
11. Be extremely careful when replying to email. “Phishing” attempts and computer viruses are spread via email.
12. Sending mass distribution emails containing event and/or general announcements is discouraged. Communication of this type should be coordinated with Public Affairs.
13. Access to patient information is audited.
14. All file servers should be installed in the UNMC Data Center and follow UNMC policies and procedures relating to servers.
15. Verify correct email address and fax numbers before sending.
16. Password protect and encrypt your PDA, laptops and other mobile devices.
17. Ensure you are running anti-virus, anti-spam and that all operating and application system patches have been applied to any device which is connected to the network.
18. Use of peer to peer protocol on the network is strictly prohibited.
19. Wireless and remote access to campus resources is available in a secure manner.
20. If you suspect a security incident, report it to the Help Desk (9-7700).

Policy References:
Executive Memorandum 16: Policy for Responsible Use of University Computers and Information Systems
UNMC Policy 6045: Privacy, Confidentiality and Information Security Policy
UNMC Policy 6051: Computer Use and Electronic Information Security Policy