

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.2	Systems and Network Operations	Revised:	November 2009
Policy 5.2.5	Protection of Information Resources	Responsibility:	Vice President and Chief Information Officer

PROTECTION OF INFORMATION RESOURCES

Policy

Information resources are an asset of the Health Science Center. As such, all users must act in a manner appropriate to preserve and protect the University's information resources.

Use of Information Resources

As a general rule, the personal use of any University asset is prohibited. Use of the Health Science Center information resources is intended to support authorized research, instruction, patient care, and administrative support activities. The incidental use of information resources, such as e-mail and the Internet is permissible provided that the use complies with all applicable policies and that use does not result in additional cost to the University. Additional guidance is provided in the *Handbook of Operating Procedures* (HOP), Section [5.8.10](#), "Acceptable Use of Information Resources".

Access to Information Resources

Access to Health Science Center information resources must be managed to ensure users can access only those resources that are appropriate for their function. In general, Health Science Center network domain accounts provide the technology mechanism to implement this policy requirement. Users must use only those accounts which have been specifically authorized for their use. The negligence or naiveté of another client in revealing an account name and password is not considered authorized use.

Users are responsible for all use of their domain accounts. They should make appropriate use of system-provided protection features and take precautions against others obtaining access to their accounts. Additional guidance is provided in the HOP, Section [5.8.4](#), "Access Control and Password Management".
