

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.2	Systems & Network Operations	Revised:	December 2009
Policy 5.2.8	Internet Use	Responsibility:	Vice President and Chief Information Officer

INTERNET USE

Policy

As part of the Health Science Center communications infrastructure, Systems & Network Operations (SNO) provides Internet access to facilitate information flow in support of our education, research and service missions. In general, Health Science Center Internet users must protect this valuable resource, see the *Handbook of Operating Procedures* (HOP), [Section 5.2.5](#), “Protection of Information Resources”, and ensure compliance with HOP, [Section 5.8.10](#), “Acceptable Use of Information Resources”. However, due to the strategic significance of the Internet, additional user guidance is provided.

1. Personal use of the Internet is a privilege, not a right. As such, use should be limited, and in compliance with incidental use as defined in HOP, [Section 5.8.10](#), “Acceptable Use of Information Resources”. Abuse of this privilege may result in revocation of access, as well as appropriate disciplinary action.
2. Employees need to keep in mind that all Internet usage can be recorded and stored along with the source and destination. The Internet path record is the property of the University. Such information is subject to the Texas Public Information Act and the laws applicable to state records retention.
3. Employees have no right to privacy with regard to Internet use. Management has the ability and right to view employees’ usage patterns and take action to assure that University Internet resources are devoted to maintaining the highest levels of productivity.
4. Internet usage must be conducted with truthfulness and honesty in personal and computer identification.
5. HOP, Section [2.4.6](#), “External Affairs”, requires authorization to publically speak on behalf of the University. Employees participating in news groups or chat rooms in the course of business must include a disclaimer in the comments similar to the following: “This contains the thoughts and opinions of (employee name) and does not represent official Health Science Center policy.”

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6. Accessing, posting, or sharing any racist, sexist, threatening, obscene, or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited.
 7. The Internet should not be used for any personal monetary interests or gain.
 8. SNO reserves the right to monitor and/or throttle excessive resource usage impacting access to this shared resource.
 9. Users must not intentionally use the Internet facilities to disable, impair, or overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
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