Reason for the Guidelines

Under the provisions of Texas Government Code §2054, the Information Resources Management Act, information resources are strategic assets of the State of Texas that must be managed as valuable state resources. Thus this SAP is established to achieve the following:

- Ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources.

- Establish prudent and acceptable practices regarding the use of electronic communication.

- Educate individuals using email with respect to their responsibilities associated with such use.

1. Official Guideline

1.1 The following activities are prohibited:

- Sending or posting electronic communication that is intimidating or harassing.

- Using electronic communication to conduct personal business, with the exception of incidental use.

- Using electronic communication for purposes of political lobbying or campaigning.

- Violating copyright laws by inappropriately distributing protected works.
• Posing as anyone other than oneself when using electronic communication, except when authorized to send messages for another when serving in an administrative support role.

• The use of unauthorized electronic communication software.

1.2 The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:

• Sending or forwarding chain letters.

• Sending unsolicited messages to large groups except as required to conduct Institution business.

• Sending excessively large messages

• Knowingly sending or forwarding electronic communication that is likely to contain malware.

1.3 All sensitive HSC material transmitted over external network must be encrypted.

1.4 Electronic communication users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the HSC or any unit of the HSC unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer will be included unless it is clear from the context that the author is not representing the HSC. An example of a simple disclaimer is: "the opinions expressed are my own, and not necessarily those of my employer."

1.5 Individuals must not post, send, forward or receive confidential or sensitive HSC information through personal information resource accounts.

2. VIOLATIONS

Violations of this policy may result in disciplinary action which may include termination for employees and temporary workers; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of HSC information resources access privileges, civil, and criminal prosecution.

OFFICE OF RESPONSIBILITY

Vice President of Finance and Administration