29.01.03.Z1.09 Guideline: Internet

Approved September 1, 2010
Revised February 13, 2013

Supplements System Regulation 29.01.03

Reason for the Guidelines

Under the provisions of the Texas Government Code Chapter 2054, 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:

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

- To establish prudent and acceptable practices regarding the use of the internet.

To educate individuals who may use the internet, the intranet, or both with respect to their responsibilities associated with such use.

1. Official Guideline

1.1 Software for browsing the Internet is provided to authorized users for business and research use only.

1.2 All software used to access the Internet must be part of the HSC standard software suite or approved by the Information Security Officer (ISO). This software must incorporate all vendor provided security patches unless otherwise noted.

1.3 All files downloaded from the Internet must be scanned for viruses using the approved Office of Information Technology (OIT) distributed software suite and current virus detection software.

1.4 All user activity on HSC information resources assets is subject to logging and review.

1.5 Content on all HSC Web sites must comply with the HSC Acceptable Use of Information Resources SAP.

1.6 No offensive or harassing material may be made available via HSC Web sites.
1.7 No personal commercial advertising may be made available via HSC Web sites.

2. Disciplinary Actions

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 for Finance and Administration