




# National University of Health Sciences General Policies

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| <br>_____<br>President | Date             | <u>1-13-09</u>                                  |    |   |

## POLICY STATEMENT

Electronic communication is defined as the sending or receiving of information with someone inside or outside of National University of Health Sciences (NUHS) through the use of electronic devices, other than telephones and facsimile machines. Examples include, but are not limited to, Microsoft Outlook, Internet, blogs, bulletin boards, etc. Electronic communication facilities are those devices and other tools made available to employees by NUHS for the purpose of facilitating electronic communications. The goal in providing these tools is to promote continuous education, facilitate business processes, and increase business opportunities by facilitating resource sharing, innovation and communication. All procedures within this policy guideline are applicable to all NUHS employees, students and visitors.

### Procedures

#### Acceptable Use:

The purpose of electronic communication is to support business related needs, research or education by providing access to unique resources and the opportunity for collaborative work. The employee's or student's use of the system should be in support of business related requirements, education or research and consistent with the objectives of NUHS. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks in addition to this policy. Transmission of any material in violation of any of United States or state laws or regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Any transmission of information concerning University related matters must meet existing policies as set forth by NUHS and government regulations.

#### Privilege:

The use of electronic communication facilities provided by NUHS is a privilege, not a right. Inappropriate use will result in cancellation of that privilege.

Waiver of Privacy:

All transmissions sent or received through NUHS electronic communication facilities are the property of NUHS. Employees and students waive any right to privacy in all such transmissions, including, but not limited to, e-mail messages. NUHS retains the right to review and monitor any internal or external transmissions sent or received over its electronic communication facilities, and may access, read, and disclose to third parties any such transmissions.

Etiquette:

Employees and students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Use appropriate language and grammar. Profanity, vulgarities, inappropriate language and illegal activities are forbidden.
- Respect confidentiality of others. Do not reveal the person's addresses or phone numbers of other employees or students.
- Electronic mail (e-mail) is not private. Any employee or student who operates in the network system has access to mail. Messages relating to or in support of illegal activities or which violate this or other policies of NUHS should be reported to the appropriate manager.
- Do not use the network in such a way that disrupts the use of the network by other employees or students.
- Anything you transmit reflects upon the reputation of NUHS. Ask yourself – would the University say this, or say it in this manner?

Responsibilities:

The employees and students who generate information and who, in turn, receive information through electronic communication facilities provided by NUHS are considered guardians of the data, and it is their responsibility to ensure that the information is adequately protected. Employees and students are to use the access controls and other security measures that NUHS has provided and take prudent and reasonable steps to protect the NUHS computing system and data. Employees and students are prohibited from transmitting confidential business information outside of NUHS.

Security:

Security on any computer system is a high priority. If an employee or student perceives a security problem, he/she must notify a system administrator. The perceived problem should not be demonstrated to other users; the only contact should be with the system administrator. Another employee's system access should not be used without the expressed, written permission from that employee. Attempts to log-on the system as a system administrator are strictly prohibited. Any system user identified as a security risk or having a history of problems with other computer systems will be denied access to any and all of NUHS' communication systems.

Vandalism:

Vandalism is strictly prohibited. Vandalism is defined as any malicious attempt to harm or destroy electronic files of another user, or any of the above listed agencies or other networks that are connected. This includes, but is not limited to, the intentional uploading or creating of computer viruses. Employees and students must not engage in any activity that is intended to circumvent computer security controls. Employees and students are not allowed to access the accounts of others with the intent to read, browse, modify, copy or delete files and directories without specific written authorization to do such.

Electronic Mail:

The purpose of electronic mail is to facilitate the transmittal of business related information.

- Electronic communications, including e-mail messages, are not easy to completely erase. A record of an electronic communication may be retained in the system long after the communication has been "deleted". Therefore, only write, transmit, forward or download business-related materials that are consistent with this policy.
- All e-mail messages must be business like, courteous, civil, and written with the expectation that they could be made public at some time. Anything created on the computer, Internet, or Intranet may, and likely will, be reviewed by others.

Certain uses of electronic mail are **strictly prohibited**. Prohibited uses include the following:

- Promoting personal business ventures, advertising of personal enterprises, or soliciting for non-company-related purposes;
- Creating, displaying or transmitting abusive, foul, sexist, sexually harassing, sexually oriented, racist, racial, or defamatory messages or materials in any form;
- Distributing data, entertainment software, or games in violation with copyright laws. This prohibition pertains both to (1) downloading and distributing software you know to have been pirated previously and (2) distributing software that you have downloaded in compliance with fair use provisions but which, according to those provisions, is not to be copied or redistributed beyond a single copy for your use;
- Engaging in on-line game activities, including chain letters;
- Accessing, downloading or transmitting pornographic, profane, sexually explicit or sexually oriented materials;
- Displaying or transmitting any material that may be construed as harassment of others.

Internet Access:

Users may be given Internet browser capability to assist them in the performance of their jobs. The Internet is a worldwide network of computers containing millions of pages of information and many diverse points of view. Because the Internet, by its very nature, allows for the expression of many diverse points of view from all corners of the globe, individual users may encounter material that is inappropriate, offensive, and, in some instances, illegal. NUHS cannot control the availability of this information on the Internet and cannot protect employees from potential access to it. Employees and students are personally responsible for the material they review and download from the Internet. It is the employee's and student's responsibility to evaluate the accuracy, completeness, and usefulness of all material and services obtained from the Internet. All prohibitions applicable to e-mail as outlined in this policy also apply to Internet access and Web browsing, including the viewing and downloading of such material. In addition, employees and students are strictly prohibited from sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually oriented, sexually explicit, obscene, intimidating, or defamatory. Employees and students may not use NUHS' Internet resources for commercial or personal advertisement, solicitations, promotions, destructive programs (i.e., viruses and/or self-replicating code), political material, or any other use that is not consistent with NUHS' interests.

Duty to Report:

Employees or students who encounter or know of conduct that falls within this policy's description of prohibited activities should report it, without delay, to the Human Resources Office or the Dean of Students.

Enforcement:

NUHS will investigate any alleged abuse of its electronic communication facilities. As part of that investigation, NUHS may access the electronic mail and files of its employees and students. In the course of its investigation or for other business-related purposes, NUHS may reveal private-related information to other employees, law enforcement authorities, or in any judicial or quasi-judicial proceeding.

Compliance:

These policy guidelines are of critical importance. Non-compliance may lead to revocation of access to one or more electronic communication facilities, suspension of e-mail and Web browsing privileges, disciplinary action up to and including termination of employment or expulsion from the University, or other appropriate action.