TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 56.01, Use of Information Technology Resources

PURPOSE: The purpose of this Operating Policy and Procedure is to provide the policy requirements for the use of Information Technology (IT) resources and associated data within TTUHSC El Paso. This policy outlines general compliance instructions, and responsibilities for the use of information technology resources. Detailed policy information is located at http://www.ttuhsc.edu/IT/Policy/ .

REVIEW: This Operating Policy and Procedure will be reviewed in February of each odd-numbered year (ONY) by the Chief Information Officer (CIO).

POLICY/PROCEDURE:

1.   This policy governs the use of Information Technology (IT) resources by students, faculty, staff and authorized users within Texas Tech University Health Sciences Center. A comprehensive set of IT policies and procedures is located at http://www.ttuhsc.edu/IT/Policy/ which is adopted by reference in this operating policy and procedure.

2.   The President will appoint an Information Security Officer responsible for developing, implementing and maintaining IT systems and policies regarding the security, privacy and integrity of IT hardware, software and data.

3.   The Information Security Officer has authority to investigate inappropriate use of state property, including TTUHSC El Paso computers, videoconferencing systems, and network activity as set forth in the IT policies. Users of state property have no expectation of privacy for information created on or contained therein. TTUHSC El Paso has the right to disclose the contents of electronic files as may be required by legal, audit, or legitimate federal, state, local, or institutional purposes.

4.   Any violation of applicable statutes or HSCEP policies regarding the use of IT resources will be subject to disciplinary actions including, but not limited to, revocation of computing privileges, dismissal, prosecution and restitution for damages, regardless of employment contracts or tenure status. Observation of a violation of these policies will be reported to the appropriate departmental administrator and/or the   Information Security Officer. Violation, as used here, includes participating, encouraging, aiding, or failing to report known infractions.

5.   All authorized users shall cooperate with official state and federal law enforcement authorities in aiding the investigation and prosecution of any suspected infraction of security and privacy statues or policies involving either TTUHSC El Paso personnel or TTUHSC El Paso computing facilities.

6.   Some jobs or activities of TTUHSC El Paso involve access to resources critical to computer security and privacy. TTUHSC El Paso may require authorized users involved in these jobs or activities to disclose personal histories, participate in special training, and/or sign special agreements concerning computer use.

7.   The Information Security Officer has the authority to audit, test, and validate all TTUHSC El Paso information resources, network devices and network activity to ensure that the confidentiality, integrity, and availability of TTUHSC El Paso information resources is preserved.