

Policies of the University of North Texas Health Science Center	Chapter 04 – Administration
04.301 Acceptable Electronic Communications Use Policy	

Policy Statement.

The University of North Texas Health Science Center (UNTHSC) provides various electronic communication resources for the purpose of conducting business in support of UNTHSC’s organizational mission. UNTHSC is the legal owner and operator of all electronic communication resources purchased or leased with UNTHSC funds. All electronic records are the property of UNTHSC, not of the individuals creating, maintaining, sending or receiving such data or information. Each person granted access to UNTHSC electronic communication resources and electronic records is responsible for appropriate use as stated within this policy as well as adherence to all applicable federal, state and local laws. UNTHSC reserves the right at any time to limit, restrict or deny access to its electronic communication resources and records, as well as to take disciplinary and/or legal action against anyone who is in violation of this policy or applicable laws.

Application of Policy.

This document establishes organizational policies and procedures regarding the use of electronic communications. This policy applies to:

- (1) All electronic communication resources owned, leased, provided and/or managed by UNTHSC;
- (2) All users and types of use of UNTHSC electronic communication resources;
- (3) All electronic records generated or maintained in the transaction of UNTHSC business or stored within a UNTHSC electronic communication resource.

Definitions.

Electronic Communication Resources: Telecommunications equipment, electronic audio/video devices, encoding/decoding devices, computers, servers, data processing or storage systems, mobile communication devices, networks, input/output and connecting devices and related programs, software and documentation that support electronic communications. UNTHSC electronic communication resources include institutional and departmental information systems, faculty research systems, desktop computers, UNTHSC campus networks and general access computer systems.

Electronic Record: A record created, generated, sent, communicated, received, or stored by electronic means.

Users: All faculty, staff, students, contractors, volunteers and individuals that maintain a business relationship with UNTHSC that make use of UNTHSC electronic communication resources and/or electronic records.

Procedures and Responsibilities.

Procedure / Duty

Responsible
Party

1. **Authorized Usage.**

Employees,
faculty,
contractors or
volunteers

UNTHSC electronic communication resources and records must primarily be used for business purposes.

Personal use is permissible as long as it does not (a) generate a direct cost to UNTHSC, (b) interfere with the user's productivity (c) preempt any business activity and (d) violate the law or UNTHSC policy. Users are forbidden from using UNTHSC electronic communication resources for charitable endeavors not specifically sanctioned by UNTHSC, political or religious activities, commercial or private business activities, solicitations, advertisements, and for creating, storing or maintaining inappropriate content for amusement/entertainment purposes. The use of UNTHSC electronic communication resources should never create the appearance of inappropriate use. Disciplinary action, up to and including termination may result from unauthorized use.

Students, shall be allowed to use UNTHSC computer resources for school-related and personal purposes, subject to this policy and other applicable UNTHSC policies, state and federal law and as long as personal use does not result in any additional incremental costs to UNTHSC or cause disruption to the campus. Disciplinary action, up to and including expulsion may result from unauthorized use.

Students

2. **Privacy.** Users of UNTHSC's computer systems should be aware that computer use may be subject to review or disclosure in accordance with the Texas Public Information Act and other laws; administrative review of computer use for security purposes or in regard to a policy or legal compliance concern; computer system maintenance; audits and as otherwise required to protect the reasonable interests of the organization and other users of the computer system. Anyone using the UNTHSC computer systems expressly consents to monitoring on the part of UNTHSC for these purposes and is advised that if such monitoring reveals evidence of possible criminal activity, campus administration may provide that evidence to law enforcement officials.

All Users

3. **Copyright Law.** U.S. copyright law grants authors certain exclusive rights of reproduction, adaptation, distribution, performance, display, attribution and integrity to their creations, including works of literature, photographs, music, software, film and video. Violations of copyright laws include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recordings) and distributing copyrighted materials over computer networks. Users should assume that works communicated through the computer network are subject to copyright laws, unless specifically stated otherwise. All Users

4. **Valuable Assets.** Electronic communication resources and records are considered valuable assets that belong to UNTHSC. Further, computer software purchased or leased by UNTHSC is the property of UNTHSC or the company from whom it is leased. Any unauthorized access, use, alteration, duplication, destruction, or disclosure of any of these assets may constitute a computer-related crime, punishable under Texas statutes and federal laws. UNTHSC computer resources must not be transported without appropriate authorization. All Users

5. **Records Retention.** State law defines a state government record as "any written, photographic, machine-readable, or other recorded information regardless of medium created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of state business or use of public resources. UNTHSC holds ownership and title to all records and information created, received, acquired, or maintained in the normal course of business by any employee or organizational component. These records are the property of UNTHSC. All Users

All e-mail sent or received by UNTHSC is considered a state record. Therefore, all e-mail messages must be retained or disposed of according to UNTHSC's Records Retention Schedule.

The following Records and Information Management policies provide further direction for the life cycle management of records:

- 04.310 Records Management Program Policy
- 04.311 Records Retention Policy
- 04.312 Records Disposition Policy

UNTHSC Records Retention Schedule -

<http://www.hsc.unt.edu/policies/rcmgmt/schedule.pdf>

A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action

involving the record is initiated before the expiration of a retention period for the record set by the commission or in the approved records retention schedule of the agency until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

6. **Use of E-mail.** E-mail messages are official records and are subject to state and UNTHSC rules and policies for retention and deletion. All Users

Incidental amounts of employee time—time periods comparable to reasonable coffee breaks during the day—can be used to attend to personal matters via e-mail.

All e-mail sent or received by UNTHSC is considered a state record. Therefore, all e-mail messages must be retained or disposed of according to the campus retention schedule.

Accessing, viewing, downloading, uploading, transmitting, printing, copying, posting, or sharing any racist, sexist, threatening, sexually explicit, obscene or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited.

Individuals must not send, forward or receive confidential or sensitive UNTHSC information through non-UNTHSC e-mail accounts (e.g., Yahoo!, AOL, or any other e-mail service belonging to an Internet service provider).

Departments and individuals should be judicious in sending e-mail to all faculty, staff and/or students. E-mail addressed to faculty/staff and/or students is only allowed by authorized users when the nature of the message is of sufficient general value and length that it would justify being sent as a memorandum, but requires the immediacy of e-mail. Only select UNTHSC users, approved by a Dean, Department Head, Vice President or higher level management official, will be granted the ability to send e-mail to the all-staff and/or student e-mail distributions.

Campus-wide electronic mail distribution is not to be used for personal announcements including lost items, items for sale, or other similar uses. UNTHSC administration has authorized certain types of such advertisements to be posted on Treasure Chest and campus Daily News applications. This exclusion applies ONLY to the Daily News and Treasure Chest. Contact the EBAC for further information on policies, procedures and use of Treasure Chest.

In order to take advantage of the efficiency with which official messages can be transmitted via e-mail, UNTHSC has implemented the electronic student/ faculty/ staff newsletter called The Daily News. The Daily News provides the vehicle for individuals to communicate notice of daily

events in the once-a-day newsletter format.

7. **Use of Campus Daily News Announcements.** All UNTHSC employees, staff and students are allowed to submit to the HSC “Daily News” e-newsletter in accordance with the Campus Communications policy. The “submitter” must log in with their network user ID and password and are personally responsible for their submissions. All Users

8. **Use of the Internet.** Employee personal Internet use on UNTHSC systems is a privilege, not a right. As such, use should be limited (e.g., personal use could be allowed on a limited basis during lunch or other breaks and during limited periods before and after the employee’s regularly scheduled working hours). The privilege may be revoked at any time and for any reason. Abuse of the privilege may result in appropriate disciplinary action. Supervisors have the right to monitor employee internet access as well as to restrictions on employee internet use. All Users

All users of UNTHSC electronic communication resources must use the Internet facilities in ways that do not disable, impair, or overload performance of any other campus computer system or network, or circumvent any system intended to protect the privacy or security of another user.

Accessing, viewing, downloading, uploading, transmitting, printing, copying, posting, or sharing any racist, sexist, threatening, sexually explicit, obscene or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited for all users.

9. **Instant Messaging (IM).** Employees must only download, install and/or use Instant Messaging (IM) software approved by the Information Resources & Technology department. IM must only be used for legitimate UNTHSC business purposes and for any routine official business communication that is not normally filed for recordkeeping, such as a communication that is temporarily needed only for an employee to complete an action. Do not use IM to conduct any state business that would require the content to be saved as a state record. IM may not be used to document a statutory obligation or agency decision, and IM should not be used when the resulting record would normally be retained for recordkeeping purposes. Employees & Faculty

Accessing, viewing, downloading, uploading, transmitting, printing, copying, posting, or sharing any racist, sexist, threatening, sexually explicit, obscene, or otherwise objectionable material via IM is strictly prohibited.

10. **User of Peer-to-Peer Software.** Use of peer-to-peer (P2P) software on UNTHSC computers, networks, mobile computing devices and any other electronic communication devices is strictly prohibited. P2P All Users

applications and protocols that are not allowed include, but are not limited to: Ares, BitComet, BitTorrent, Direct Connect, Fasttrack, eDonkey, Gnutella, KaZaa, Limewire, uTorrent, and WinMX.

Personal devices with active P2P software must not be used to connect to the UNTHSC network. This includes connections to the campus wired & wireless networks as well as remote access (VPN) connections. Any exceptions must be approved in advance in writing by the Vice President for Information Resources and Technology.

11. **User Responsibility and Accountability.** A user accepts full responsibility for his/her own actions that result in violations defined in this document including but not limited to the following situations: All Users
 - a. A user must operate UNTHSC electronic communication resources responsibly, respecting the needs of other computer users.
 - b. Users are responsible for reporting observations of illegal activity and policy violations to their respective dean, department head, supervisor or to the office of the Vice President for Information Resources and Technology.
 - c. Users are responsible for proactively protecting assigned account information and associated passwords. Individual account passwords must never be shared or revealed to other users (including supervisors).
 - d. When communicating with others via UNTHSC electronic communication resources, a user's communications should reflect high ethical standards, mutual respect and civility.

12. **Management Responsibility.** Responsibilities of deans, department heads and supervisors: All Users
 - a. Promptly inform Human Resources when employees have been terminated so that the terminated employee's access to UNTHSC electronic communication resources can be disabled in a timely manner. In addition, for non-routine terminations including terminations that involve disciplinary action, the IRT accounts administrator must be notified in advance or as soon as the personnel action takes place.
 - b. Promptly report ongoing or serious problems regarding electronic communication use to the office of the Vice President for Information Resources and Technology.

13. **Actions that constitute misuse of UNTHSC electronic communication resources and records, and are thus strictly prohibited, include but are not limited to:** All Users
 - a. Criminal and illegal acts. UNTHSC electronic communication resources must not be used for or in support of illegal activities. Any such use will be reported and dealt with by the appropriate UNTHSC

authorities and/or law enforcement agencies. Criminal and illegal use may involve, but is not limited to, unauthorized access, intentional corruption or misuse of electronic communication resources or records, theft, obscenity, and child pornography.

- b. Failure to comply with laws, policies, procedures, license agreements, and contracts that pertain to and limit the use of UNTHSC's electronic communication resources or records.
- c. Abuse of electronic communication resources or records including, but not limited to, any act which endangers or damages specific computer software, hardware, program, network or the system as a whole, whether located on campus or elsewhere on the global Internet; creating or purposefully allowing a computer malfunction or interruption of operation; injection of a computer virus on to the computer system; sending a message with the intent to disrupt UNTHSC operations or the operations of outside entities.
- d. Use of UNTHSC electronic communication resources or records for personal financial gain or personal commercial purposes.
- e. Failure to protect a password or account from unauthorized use. This extends to family and other household members when work is performed at home.
- f. Permitting someone to use another's computer account, or using someone else's computer account.
- g. Unauthorized use, access or reading of electronic communication resources or records.
- h. Unauthorized use, access, duplication, disclosure, alteration, damage, or destruction of data contained on any electronic file, program, network, or UNTHSC hardware or software.
- i. Unauthorized duplication or distribution of commercial software. All commercial software is covered by a copyright of some form. Unauthorized duplication or distribution of software covered by such copyrights is a violation of the copyright law and this policy.
- j. Attempting to circumvent, assisting someone else or requesting that someone else circumvent any security measure or administrative access control that pertains to UNTHSC electronic communication resources and records.
- k. Use of the UNTHSC electronic communication resources in a manner that violates other UNTHSC policies such as racial, ethnic, religious, sexual or other forms of harassment.
- l. Misrepresenting, obscuring, suppressing, masking, or replacing a sender or recipient's identity on an electronic communication for inappropriate use.
- m. The use of UNTHSC electronic communication resources for the improper transmission of information, access to which is restricted by laws or regulations (examples: FERPA, HIPAA, PHI)

- n. Use of electronic mail to send information or messages that are not appropriate for public inspection.
- o. Installation and/or operation of peer-to-peer software on UNTHSC computers, networks or any other electronic communication resources without having specific written approval from the Vice President for Information Resources for Technology.

References and Cross-references.

04.310 Records Management Program Policy

04.311 Records Retention Policy

04.312 Records Disposition Policy

UNTHSC Records Retention Schedule -

<http://www.hsc.unt.edu/policies/rcmgmt/schedule.pdf>

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