

# UConn

## Administrative Policy

### 2019-01 UConn Health Acceptable Use

<b>Title</b>	UConn Health Acceptable Use
<b>Policy Owner and Contact Information</b>	Information Technology Services: <a href="mailto:itsecurity@uchc.edu">itsecurity@uchc.edu</a> Service Desk x4400 Website: <a href="https://health.uconn.edu/information-technology/">https://health.uconn.edu/information-technology/</a>
<b>Applies to</b>	Faculty, staff, students, others
<b>Campus Applicability</b>	UConn Health
<b>Effective Date</b>	August 5, 2019

#### **PURPOSE:**

To define the acceptable use of UConn Health electronic resources.

#### **APPLIES TO:**

Faculty, staff, students, others

#### **DEFINITIONS:**

None

#### **POLICY STATEMENT:**

UConn Health computing and networking equipment and software are to be used for UConn Health business only. Electronic resources are not to be used to conduct private business or commercial activities or any other illegal or prohibited activity.

Individuals with authorized access to UConn Health electronic resources may not intentionally seek or provide information or access to technology resources to one who is not authorized.

UConn Health electronic resources shall be protected from misuse, including, but not limited to: theft, unauthorized access, fraudulent manipulation and alteration of data, attempts to circumvent security controls, and any activity that could compromise the confidentiality, integrity, or availability of data.

Workforce members shall not tamper with or disable any security devices, including but not limited to, virus protection software and login account controls.

Individuals with access to UConn Health electronic resources are prohibited from introducing any unauthorized electronic resources into the UConn Health environment. Furthermore, the introduction of any electronic resources that could disrupt any operations or compromise security is prohibited.

UConn Health prohibits individuals with access to UConn Health electronic resources from engaging in an activity that intentionally disrupts or damages software, hardware or other resources belonging to UConn Health.

Any individuals who have observed, have knowledge of, or been the victim of, any unauthorized access attempts or other improper usage of UConn Health electronic resources must report such suspected violations.

**PROCEDURES/FORMS:**

All workforce members are to immediately report lost or stolen UConn Health electronic resources to their department management, the UConn Health Information Security Officer (ISO) or UConn Police Department.

Access to user files, email and network transmissions by individuals other than the user require a completed [Application for Obtaining Password Protected Information](#) form, except in the following circumstances:

- When required by Federal or State law, regulation, policy, rule or directive.
- When required by an institutional compliance unit.
- As necessary to protect the confidentiality, integrity and availability of UConn Health data and electronic resources.

**REFERENCES:**

45 CFR 164.308(a)(5)(i)(b)  
PCI DSS 12.3.5

**RELATED POLICIES:**

State of Connecticut Acceptable Use of State Systems Policy  
[2002-43 Confidentiality Policy](#)

**ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**APPROVAL:**

Andrew Agwunobi (Signed)  
UConn Health Chief Executive Officer

9/3/2019

Kiki Nissen (Signed)  
Administrative Policy Committee Chair

8/30/2019

**POLICY HISTORY:**

**New Policy Approved:** 8/5/19

This policy replaces the following policies:  
2011-02 UConn Health Information Security/Acceptable use  
2007-07 Information Technology Computer/Electronic Resource Use  
2003-31 Data Classification and Use Policy