

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.5	Information Management Client Support Services	Revised:	
Policy 5.5.10	Internet Use	Responsibility:	Vice President and Chief Information Officer

INTERNET USE

Policy

The Texas State Department of Information Resources provides policy information on Internet usage. The policy applies to any and all forms of the Internet, and does not supersede or limit any state or federal laws, nor any other University policy regarding confidentiality, information dissemination, or standards of conduct. Generally, Internet use should be for legitimate state business only; however, brief and occasional personal use (i.e., surfing, browsing) is acceptable if the following conditions are met:

1. Personal use of the Internet is a privilege, not a right. As such, use should be limited. For example, 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.
2. Employees need to keep in mind that all Internet usage can be recorded and stored along with the source and destination.
3. Employees have no right to privacy with regard to Internet use. Management has the ability and right to view employees' usage patterns and take action to assure that University Internet resources are devoted to maintaining the highest levels of productivity.
4. The Internet path record is the property of the University and therefore the taxpayers of the State of Texas. Such information is subject to the Texas Public Information Act and the laws applicable to state records retention.
5. Each employee using the Internet shall identify him/herself honestly, accurately, and completely (including one's University affiliation and function where requested) when providing such information.

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6. Only those employees or officials who are expressly authorized to speak to the media or to the public on behalf of the University may represent the University within any news group or chat room. Other employees may participate in news groups or chat rooms in the course of business when relevant to their duties, but they should do so as individuals speaking for themselves and must include a disclaimer in their comments similar to the following: "This contains the thoughts and opinions of (employee name) and does not represent official UT Health Science Center policy."
 7. Personal use of the Internet should not impede the conduct of state business; only incidental amounts of employee time—time periods comparable to reasonable coffee breaks during the day—should be used to attend to personal matters.
 8. Accessing, posting, or sharing any racist, sexist, threatening, obscene, or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited.
 9. The Internet should not be used for any personal monetary interests or gain.
 10. Employees should not subscribe to mailing lists or mail services strictly for personal use and should not participate in electronic discussion groups (i.e., list server, Usenet, news groups, chat rooms) for personal purposes.
 11. Personal Internet use should not cause the state to incur a direct costs in addition to the general overhead of an Internet connection.
 12. Employees must not intentionally use the Internet facilities to disable, impair, or overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
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