

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.5	Information Management Client Support Services	Revised:	June 2002
Policy 5.5.5	Guidelines for Central Computing Use	Responsibility:	Vice President and Chief Information Officer

GUIDELINES FOR CENTRAL COMPUTING USE

Policy

The provision of computing resources at the Health Science Center requires strict legal and ethical utilization by all users. The following guidelines, though not comprehensive, specify some responsibilities that accompany computer and network use throughout the campus and networks of which the Health Science Center is a member. All personnel are expected to abide by these regulations. The term client refers to any faculty, student, staff member, designated volunteer, or contractor to the University who makes use of computing and network resources.

General Responsibilities

Each client must use information resources only for University-supported computing such as authorized research, instruction, and administrative support activities. More generally, the standard of conduct regarding state-owned property is defined at <http://www.uthscsa.edu/compliance/indiv/standard.asp>.

Central Computing Responsibilities

Clients must use only those accounts which have been specifically authorized for their use. The negligence or naiveté of another client in revealing an account name and password is not considered authorized use.

Clients are responsible for all use of the computer accounts. They should make appropriate use of system-provided protection features and take precautions against others obtaining access to their computer resources. Clients should change passwords frequently and should avoid using their names, their spouse's or friends' names, or any password which could be guessed with little effort. More information about creating effective passwords can be found at <http://www.uthscsa.edu/computing/news/bulletin/bulletin001.html>. See [Section 5.8.2](#), "Definitions", of the *Handbook of Operating Procedures* for additional user responsibilities pertaining to access control and password management.
