

Proper Internet Use Policy and Procedures

Revision C

Dean's Office
Information Services Unit
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1.0 Purpose

The purpose of the Proper Internet Use Policy and Procedures is to define appropriate behavior for users with external Internet connectivity. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of UCSF. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations.

2.0 Definitions

2.1 Workforce: All faculty, staff, students, trainees, volunteers, and business associate who access restricted or confidential information during the course of their duties.

3.0 Procedures

3.1 Use of Internet Services: UC encourages the use of Internet services to advance the University's mission of education, research, patient care, and public service.

3.2 UC's Electronic Communications Policy governs use of its computing resources, web-sites, and networks (UCSF implementation: <http://its.ucsf.edu/about/policy/epolicy.jsp>)

3.3 Appropriate use of UC's electronic resources must be in accordance with the University principles of academic freedom and privacy.

3.4 Protection of UC's Electronic Resources requires that everyone use responsible practices when accessing online resources.

3.5 Precautions: Be suspicious of accessing sites offering questionable content. These often result in spam or the release of viruses.

3.6 Protect Personal, Sensitive or Confidential Information: Be careful about providing personal, sensitive or confidential information to an Internet site or to web-based surveys that are not from trusted sources.

3.7 Expectations of Privacy: While UCSF Enterprise Network Services desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of UCSF. Because of the need to protect UCSF's network, management cannot guarantee the confidentiality of information stored on any network device belonging to UCSF.

3.7.1 Privacy Precautions:

- Personal information on open web pages is not private
- Even closed or unlinked web pages might be

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found by search engines.

- When you access the web you create transaction records that may be reviewed by systems personnel.
- Some websites try to place small files ('cookies') on your computer that might help others track the web pages you access.
- Email profiles for 'free' email services, such as Hotmail, are not private. Use discretion when you create your profile.

3.8 Personal Use: Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult their supervisor or manager.

3.9 Prohibited Use: The following activities should not be performed on UCSF-owned equipment or through UCSF Internet connectivity:

- Access, retrieve, or print text and graphics information that exceeds the bounds of generally accepted standards of good taste and ethics.
- Engage in any unlawful activities or any other activities that would in any way bring discredit on the University of California.
- Engage in personal commercial activities on the Internet, including offering services or merchandise for sale or ordering services or merchandise from on-line vendors.
- Engage in any activity that would compromise the security of any UCSF host computer. This includes downloading applications, scripts, or other files that place the UCSF network at risk for virus attack.
- Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets.

3.10 Security Cautions:

- Run anti-virus and anti-spyware software and remember to

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keep it current. For more information, contact your department CSC or the Customer Support Center at (514-4100).

- Use a personal firewall. For more information, contact your department CSC or the Customer Support Center at (514-4100).
- Be careful about downloading free software. These can contain spyware or other malicious code.
- NEVER provide your account or password for verification to any account online.

4.0 Initiation and Control Reporting

5.0 Records & Documentation Control



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6.0 Related Documents

Document Name	Procedure No.
University of California Business and Finance Bulletin IS-3 Electronic Information Security	IS-3 http://www.ucsf.edu/hipaa/dept_compliance/
Information Security and Confidentiality Policy (UCSF Campus)	650-16 http://www.ucsf.edu/hipaa/dept_compliance/
Information Security and Confidentiality Policy (UCSF Medical Center)	5.01.04 http://www.ucsf.edu/hipaa/dept_compliance/
UCSF Information Security Website	http://isecurity.ucsf.edu
Workstation Use and Workstation Security Procedures Mobile Computing and Mobile Device Security Recommendations Safe Computing and Proper Internet Use Guidelines Password Management Procedures	60.009 60.016 60.017 60.018 http://www.ucsf.edu/hipaa/dept_compliance/

REVISION RECORD

Rev.	Date	Originated by:	Description of Change
A	03/04/05	Dan Yee and Ellen Amsel	Initial Release
B	03/16/05	Ellen Amsel, Vicky Kirby-Martin and Barbara Heredia	Version 1.4 sections 3.9
C	04/15/05	Todd Lawrence	Modified and converted to a policy and procedure document for the School of Medicine Dean's Office Information Services Unit and the customers that it serves.

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