


FACULTY PRACTICE GROUP – Ambulatory Operations		
STANDARDS AND GUIDELINES		REFERENCE #:
SECTION:	Code of Conduct	PAGE: 1 OF 1
SUBJECT:	Personal Data and Use of computers, fax machines, and other equipment	EFFECTIVE:
APPROVALS:	FPG: <input checked="" type="checkbox"/> CAO-SC: <input checked="" type="checkbox"/> APCA: <input type="checkbox"/> EAC: <input type="checkbox"/>	

PURPOSE:

To ensure all computers, fax machines, and other equipments are used in the in the commission of university business. Also to ensure individual users are taking steps to protect their access.

POLICY:

1. All configurations and settings are to be left as set by departmental information services.
2. Always log off when leaving a computer.
3. Logging on is only to be done with the employee’s own personal log-on ID and password.
4. Passwords are to be kept confidential. An employee is never to reveal his/her password.
5. Employees are responsible for all transactions that take place under their user IDs and passwords.
6. No one may operate any equipment that requires a log-on under anyone else’s ID or password except his or her own.

REVISION HISTORY

Effective Date:
Review Date:
Revised Date: