Georgia Health Sciences
University & Health System

Information Systems Security and Computer Usage Policy

Receipt Acknowledgement Form

Purpose:
The Information Systems Security and Computer Usage Policy is to ensure that information systems resources are used in an appropriate and responsible manner consistent with the mission of the institution, and that the use of these resources is in accordance with GHSU policy, procedures, federal and state law.

Scope:
This policy applies to all information systems resources with includes all data and hardware regardless of media, the facilities containing them, and the supporting software and hardware including host computer systems, workstations, systems software, application software, datasets and communications networks either direct or remote that are controlled, administered or accessed by GHSU Students, faculty, employees, visitors or any other person accessing form on-campus as well as off-campus.

Statement of Policy:
The appropriate use and protection of all information systems and associated resources is expected from all users including faculty, students, employees, and visitors throughout the institution. "Appropriate use" of information system resources is defined as use which is for the purpose of furthering the mission of GHSU.

All users of information systems resources are expected to comply with existing GHSU Policies and Procedures and those of the University System. In addition, users are expected to honor copyrights and software licenses and comply with all federal and state laws including those prohibiting slander, libel, harassment and obscenity. Users must obey laws prohibiting the private use of state property. Information that is confidential by law, including educational and medical records must be protected.

Users must be aware that information stored or transmitted electronically (or via computer), including e-mail, may be subject to disclosure under open records laws. Users should have no expectation of privacy for information stored or transmitted using GHSU information resources except for records or other information that is confidential by law (i.e. medical and educational records).

Information systems resources are to be used as expressly authorized by GHSU administration and management.

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This policy includes additional specific information regarding the following topics:

- General Responsibilities
- Access Controls
- Risk Assessment
- Awareness
- Harassment
- Training
- Auditing
- Breach of Security
- Compliance

Your signature at the bottom of this page acknowledges your receipt and understanding of this policy. This receipt will be placed in your personnel file.

Printed Name	Title	Department
Signature	Empl ID	Date