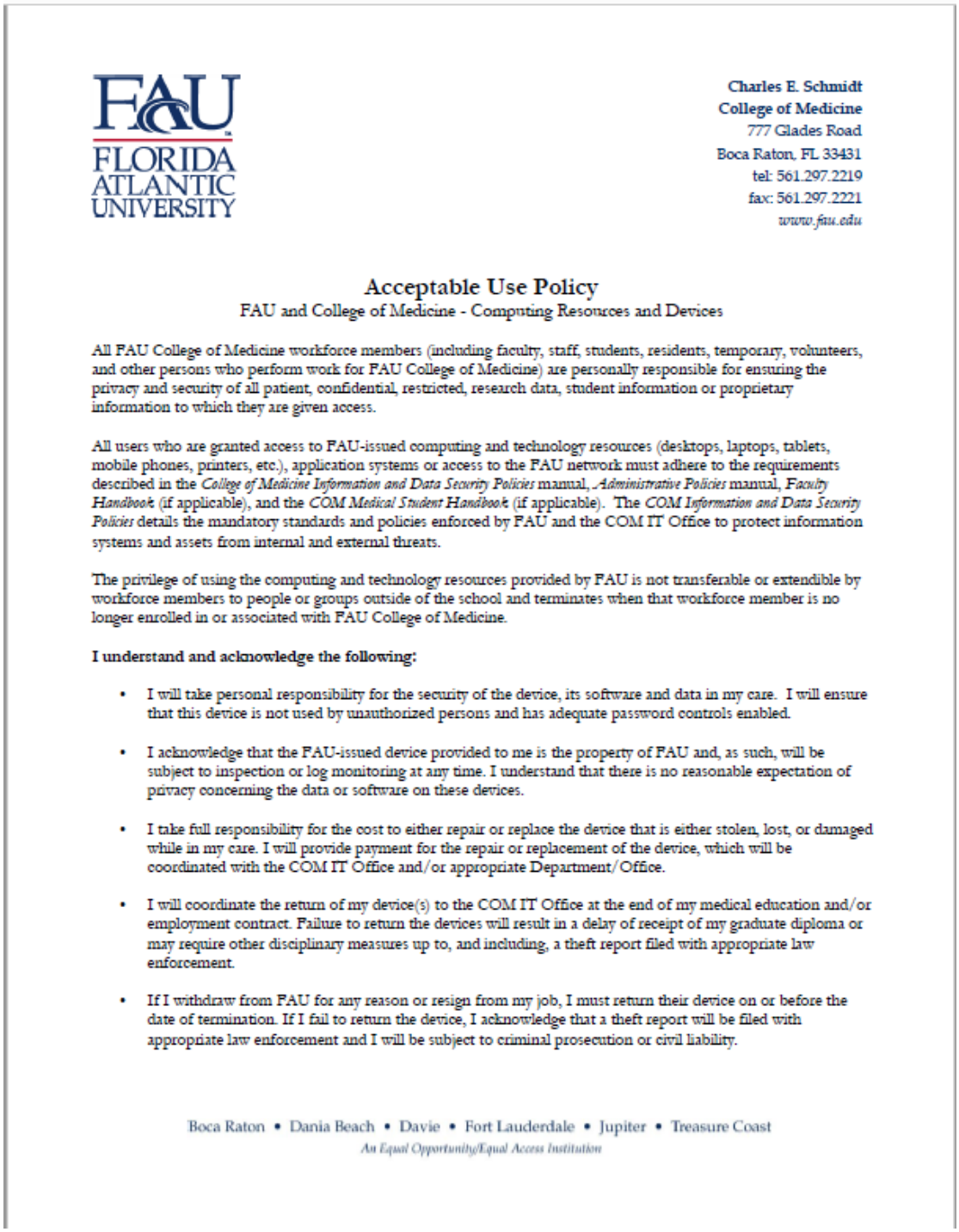
Acceptable Use Policy

Jeff Clark - 2021-07-26 - COM Policies



FAU
FLORIDA ATLANTIC UNIVERSITY

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Acceptable Use Policy

FAU and College of Medicine - Computing Resources and Devices

All FAU College of Medicine workforce members (including faculty, staff, students, residents, temporary, volunteers, and other persons who perform work for FAU College of Medicine) are personally responsible for ensuring the privacy and security of all patient, confidential, restricted, research data, student information or proprietary information to which they are given access.

All users who are granted access to FAU-issued computing and technology resources (desktops, laptops, tablets, mobile phones, printers, etc.), application systems or access to the FAU network must adhere to the requirements described in the *College of Medicine Information and Data Security Policies* manual, *Administrative Policies* manual, *Faculty Handbook* (if applicable), and the *COM Medical Student Handbook* (if applicable). The *COM Information and Data Security Policies* details the mandatory standards and policies enforced by FAU and the COM IT Office to protect information systems and assets from internal and external threats.

The privilege of using the computing and technology resources provided by FAU is not transferable or extendible by workforce members to people or groups outside of the school and terminates when that workforce member is no longer enrolled in or associated with FAU College of Medicine.

I understand and acknowledge the following:

- I will take personal responsibility for the security of the device, its software and data in my care. I will ensure that this device is not used by unauthorized persons and has adequate password controls enabled.
- I acknowledge that the FAU-issued device provided to me is the property of FAU and, as such, will be subject to inspection or log monitoring at any time. I understand that there is no reasonable expectation of privacy concerning the data or software on these devices.
- I take full responsibility for the cost to either repair or replace the device that is either stolen, lost, or damaged while in my care. I will provide payment for the repair or replacement of the device, which will be coordinated with the COM IT Office and/or appropriate Department/Office.
- I will coordinate the return of my device(s) to the COM IT Office at the end of my medical education and/or employment contract. Failure to return the devices will result in a delay of receipt of my graduate diploma or may require other disciplinary measures up to, and including, a theft report filed with appropriate law enforcement.
- If I withdraw from FAU for any reason or resign from my job, I must return their device on or before the date of termination. If I fail to return the device, I acknowledge that a theft report will be filed with appropriate law enforcement and I will be subject to criminal prosecution or civil liability.

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- I understand and acknowledge that random inspections of the device(s), which can be done in person or remotely, will be conducted to ensure compliance with provisions of University/COM IT Security policies.
- I acknowledge that this device will be used for medical school, clinical/hospital, official business, educational or research purposes only.
- I understand that unauthorized or unlicensed software must not be installed or loaded on FAU-issued laptops. I may choose to install apps on the mobile/tablet devices if they are either educational-based, part of classroom exercises, used for medical school, clinical/hospital, official business, educational or research purposes only or are of benefit to the learning process.
- I acknowledge and will adhere to the mobile device management (MDM) security solution and policies implemented by the COM IT Office. I will not disable, uninstall, modify or change its device security configuration settings, or other protections placed on the device by COM IT.
- My responsibilities involving protected information continue even after my separation from FAU College of Medicine and I understand that it is unlawful for former workforce members to use or disclose protected information for any unauthorized purpose.
- I acknowledge that I will regularly save all data to the network drives and approved FAU cloud locations (i.e., OneDrive, Blackboard, etc.) and that the COM will not be responsible for any loss of data on the devices.
- I will never leave the device unattended in public places (e.g., car, library, restaurant, restroom, etc.). I will immediately report any possible security breaches to COM IT.
- I will abide by all University IT policies in addition to those specifically for the COM. This includes all HIPAA and FERPA regulations pertaining to security and privacy.
- I will abide by best practices for the care of my device:
    - Keeping the device battery charged for school/work each day.
    - Using a clean, soft or anti-static cloth to clean the screen, no cleansers of any type.
    - Keeping the device in a secure location and never left in an unlocked locker, unlocked car or in any unsupervised or unsecure location.
    - Not leaving the device in a place that is experiencing hot or cold conditions. (i.e. car in summer or winter). Extreme heat will damage the unit and extreme cold will cause severe screen damage.
    - Not removing the protective case provided
    - Using their device in a responsible and ethical manner.

In addition to those times where access to work files and FAU devices (including, but not limited to, desktops, laptops, tablets and phones) are necessary, in accordance with IT policies, authorized administrators shall have full access to employee's files on all FAU-issued devices during the time of employment or education with the Charles E. Schmidt College of Medicine and upon resignation, separation or termination.

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I hereby acknowledge that the statement above applies to me and further agree to fully cooperate and assist all authorized administrators.

Failure to comply with this agreement may result in disciplinary action up to and including termination of my status as a workforce member. Additionally, there may be criminal or civil penalties for inappropriate uses of the device or disclosures of certain protected information.