

**DEPARTMENT OF IMMUNOLOGY  
GUIDELINES REGARDING COMPUTER USE AND RESPONSIBILITIES**

**1. Policy**

All Department of Immunology computers and equipment are to be used to support the teaching, research, service and administrative functions of the Department per University of Washington Administrative Policy Statement 47.2

**2. User Responsibilities/Procedures:**

- a. All Department of Immunology faculty, employees, trainees, students and volunteers (workforce) who perform work for the Department of Immunology will be required to sign the UW Medicine Privacy, Confidentiality and Information Security Agreement.
- b. All members of the Department of Immunology workforce will protect access to computer accounts and associated passwords by
  - 1) Terminating active computing sessions when unattended with a password protected screen saver.
  - 2) Log-off networked systems when the computing session is finished.
- c. Maintain confidentiality of information by
  - 1) Locking away protected health information or critical business information when not in use.
  - 2) Clear restricted and/or confidential information or critical business information from printers immediately.
  - 3) Protect mail and fax machines from unauthorized access (lock doors where appropriate).
  - 4) Dispose of restricted and/or confidential information in a secure manner.
- d. Report all suspected security and/or policy breaches to appropriate authorities.
- e. Protect your computer against malicious software:
  - 1) Do not disable firewall and/or anti-virus protection.
  - 2) Do not install or run unknown software
  - 3) Use anti-virus software to scan all diskettes and files provided to you by others or after using them on another computer
  - 4) Do not open email attachments from unknown senders.
  - 5) Verify attachments from known senders and scan them before opening.
- f. Only designated system administrators are to install software (to be determined by Department of Immunology or faculty principal investigator).

- g. Only licensed and authorized software is to be used.
  - 1) Unauthorized use of software, images, music or files is regarded as a serious matter and any such use is without the consent of the Department of Immunology/UW Medicine.
  - 2) If abuse of computer software, images, music or files occurs, those responsible for such abuse may be held legally accountable as well as be held accountable for violation of UW Medicine Policy.
  - 3) It is against UW Medicine policy for workforce members to copy or reproduce any licensed software except as expressly permitted by the software license.
- h. Email is not private. Email and its archives are subject to legal and publication inspection. If you do not want to see your most sensitive and/or private comments printed in newspapers, do not send it.
- i. Washington State law prohibits the use of UW Medicine computers for personal business-related, commercial, campaign or political purposes, or to promote a outside business or group or to conduct illegal activities. Additionally, employees are prohibited from allowing any member of the public to make personal use of state computers and state computing resources. Appropriate sanctions will be levied against individuals who fail to comply with the security policies and procedures that are based upon the Department of Immunology/UW Medicine security policies and the relative severity of the violation.