

**MICHIGAN STATE UNIVERSITY  
HEALTH INFORMATION TECHNOLOGY  
POLICIES/PROCEDURES**

<b>SUBJECT: Acceptable Use Policy</b>	<b>NO: IS 1</b>
<b>SCOPE: Human Health Affairs</b>	<b>PAGE: 1 of 2</b>
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<b>APPROVAL: David Gift, VP LCT; Richard Ward, CEO MSU HealthTeam</b>	
<b>EFFECTIVE DATE: 07/01/2008</b>	<b>REVIEW DATE: One Year After Approval</b>

Health Information Technology (HIT) is committed to deliver and support an infrastructure that meets and exceeds the business needs of our customers while assisting all units to attain their individual strategic goals. This commitment shall be accomplished by creating a trusted, effective, and reliable computing environment which is essential to the common goals and business needs of all the constituent members of Human Health Affairs. The establishment of an effective and reliable computing environment contains specific expectations and responsibilities for all levels of users. These expectations and responsibilities include a reasonable right to privacy as defined by the MSU Statement of Acceptable Use (MSU SAU) for all users, and the responsibility not to violate the rights of others.

This policy is not intended to replace or supersede the MSU Statement of Acceptable Use (MSU SAU); this policy is intended to supplement the MSU Statement of Acceptable Use (MSU SAU) with the additions of the legal requirements as defined by both HIPAA and FERPA.

**POLICY STATEMENT**

1. Applicability

This policy applies to all Human Health Affairs users, whether on campus or off-campus locations. If a user logs onto either the hc.msu.edu or msufgp domains or a HIT supported computer or server or uses a HIT supported application, this policy applies as does the MSU AUP in conjunction with all Federal, State and local laws.

2. Security

HIT reserves the right to protect and maintain the network as a utility which might require monitoring usage of the network. This includes but is not limited to scanning network traffic, stored data, uses of computing resources, obstruction of unauthorized access to data and unauthorized uses of computing systems and the network.

HIT expects that all levels of responsible authorities will execute management tasks in such manner that will maintain individual privacy and promote user trust. All MSU due process measures always apply and must be followed.

Approved: Health Information Technology Steering Committee July 10, 2008

Approved: David Gift, Vice Provost, Libraries, Computing, and Technology July 13, 2008

3. User Responsibilities

It is the responsibility of all users of Human Health Affairs for informing themselves of all applicable policies, procedures, as well as Federal, State and local laws and abiding by them.

Members of Human Health Affairs are expected to use only the shared computer resources that they are authorized to use as part of their job functions without exceeding their authorized access.

Users of Human Health Affairs are expected to maintain and respect the privacy of other users which include all online property, information, identities, privileges as well as individual and group identities and passwords.

Users of Human Health Affairs are required to practice safe computing by using strong passwords and restricting access by others to all passwords and Personal Identification Numbers (PINs).

4. Enforcement and Adjudication

Depending on the alleged violation, users who violate this policy may have their access suspended to the HIT computing environment during investigation by HIT Security and Academic Technology Services (ATS). Any user found to be in violation of this policy will be adjudicated according as defined in the MSU Statement of Acceptable Use (MSU SAU).

5. Privacy

Privacy as is defined in the MSU Statement of Acceptable Use (MSU SAU).