

**MICHIGAN STATE UNIVERSITY
HEALTHTEAM
POLICIES/PROCEDURES**

SUBJECT: Anti-Virus Software Policy

NO. IS - 2

SCOPE: MSU HealthTeam Faculty, Staff and Contract Supported Users

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AUTHOR:

APPROVAL: Practice Executive Committee

EFFECTIVE DATE: 01/01/2005

REVIEW DATE: 01/2007

POLICY STATEMENT

All systems will be configured with Anti-virus Software. **Information Systems will install anti-virus software on all systems they configure for network use.**

All computers attached to the HealthTeam Network must be installed with the standard, supported anti-virus software that is available from their Information Systems Department. After installation by Information Systems anti-virus software updates will automatically install as they become available.

Users must never open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, then "double delete" them by emptying your Trash.

Reviewed and recommended for approval by the Compliance Committee 10/6/2004.

Reviewed and recommended for approval by the Operations Board 10/28/2004.

Reviewed and approved by the Practice Executive Committee 1/10/2005.