

## **USE OF COMPUTERS AND PHONES**

**Policy Number: 129GS**

**Effective Date: 6/1/16**

**Revised Dates: 6/21/17; 11/09/2020**

### **Scope**

This policy on Use of Computers and Phones applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

### **Purpose**

The purpose of this policy is to establish guidelines concerning use of GSSIMR's computer and phone systems.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

### **Policy**

The SGC's computer system, including e-mail and Internet access, phone system, and mobile devices (collectively, "Equipment"), are SGC property and intended for business use. Personal use of the Equipment is allowed during non-work time and only in compliance with this Policy. The SGC may require that an individual cease personal use if, in the SGC's judgment, such use becomes excessive or otherwise interferes with the SGC's business.

To ensure compliance with this Policy, the SGC may monitor, through duplication, retrieval, or other means, usage of the Equipment, without notice. Any time a Covered Individual uses SGC Equipment for communication outside the SGC, that individual is representing the SGC and should act accordingly. Personal communications that are intended to be confidential should not be made using SGC Equipment, and the SGC asks that users of the Equipment think carefully before conveying personal messages since such messages are accessible to the SGC.

SGC Equipment may not be used for any illegal or unlawful purpose.

SGC Equipment may not be used for any purpose that is inconsistent with any policy of the SGC, including but not limited to the SGC's policies on equal opportunity, harassment, and solicitation. For example, a person:

- May not use SGC Equipment to compose, create, access, download, display, or transmit information or images which are obscene, discriminatory, harassing, defamatory, or threatening, or transmit such information or images to an SGC computer from another computer. "Discriminatory" or "harassing" means information or images which, if repeated or displayed on the SGC's premises, would be a violation of the SGC's equal

opportunity or harassment policies, whether or not such information is actually repeated or displayed on the SGC's premises.

- May not use SGC Equipment to solicit others for commercial ventures, religious causes, or outside organizations (as discussed more fully in the Policy on Solicitation).
- May not use SGC Equipment to forward or participate in chain letters.
- May not use or attempt to use another's computer password or disclose another's password.
- May not violate any software licensing agreement or any copyright laws relating to computer software or to files or information accessed through the use of an SGC computer.

If confidential information pertaining to SGC business is stored on a hard drive, it is necessary to take precautions to protect such confidentiality. For example, please log out of the computer if leaving the area.

Those using the Internet should take precautions not to jeopardize the security of the SGC's computer system. Please take necessary anti-virus precautions when downloading files from the Internet and when retrieving files from diskettes or flash drives. All such files must be checked for viruses. All compressed files must be checked for viruses before and after decompression.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.