



**Policy Title**

Acceptable Use of Information Technology

**Identifier**

UofSCSOMG – IT – 2.00

<b>Prepared by:</b> Office for Integrated Technology	
<b>Reviewed by:</b> Executive Director of Business and Finance	<b>Review Date:</b> 03/13/2019
<b>Approved by:</b> UofSCSOMG Policy Committee	<b>Approval Date:</b> 03/13/2019
	<b>Effective Date:</b> 03/13/2019

**LCME Standards**

5.9 – Information Technology Resources / Staff

**Scope**

University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students

**Policy Statement**

UofSC School of Medicine Greenville provides information technology resources for use by faculty, staff and students for University-related duties and responsibilities. The use of information technology resources for personal or other non-university purposes that results in costs to the university is strictly prohibited.

All users of University information technology resources must:

- Adhere to applicable state and federal laws, statues, and regulations
- Comply with applicable policies, standards and procedures
- Understand and acknowledge that information technology assets and data are for authorized use only
- Not compromise the availability, confidentiality, integrity, privacy or security of data, technology and user credentials.

**Reason for Policy**

To provide UofSC School of Medicine Greenville faculty, staff, and students clarity on the acceptable use of information technology.

**Procedures**

Faculty, staff, and students must follow the policies and procedures outlined in [UofSC Policy – UNIV 1.52 Responsible Use of Data, Technology, and User Credentials](#) and Prisma Health Policy – S-025-04 Acceptable Use.

**Sanctions**

Faculty, staff, and students who violate the Acceptable Use of Information Technology Policy are subject to

disciplinary action up to and including dismissal.

## **Definitions**

N/A

## **Contacts**

Office for Student Affairs

UofSC School of Medicine Greenville Integrated Technology Department

Health System Information Services Department

## **Related Information**

UofSC School of Medicine Greenville Student Handbook

[UofSC Policy – UNIV 1.52 Responsible Use of Data, Technology, and User Credentials](#)

Health System Policy – S-025-04 Acceptable Use

## **History**

<b>Date of Change</b>	<b>Change</b>
March 2019	Expanded scope to include faculty and staff. Editorial changes made due to branding updates and titles
May 2018	Policy formalized into standardized template, LCME CQI