UNIVERSITY OF
South Carolina
School of Medicine Greenville

Policy Title
Acceptable Use of Video Conferencing

Identifier
UofSCSOMG – IT – 4.00

Prepared by: Office for Integrated Technology	
Reviewed by: Associate Dean for Finance & Business Operations	**Review Date:** 04/02/2021
Approved by: UofSCSOMG Policy Committee	**Approval Date:** 04/27/2021
	Effective Date: 05/03/2021

LCME Standards
5.9 – Information Technology Resources / Staff

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

Policy Statement
Web and video conferencing services are provided by the UofSC School of Medicine Greenville, Integrated Technology (SOMG IT) department. The primary platforms available for use are Webex and Microsoft Teams. This policy applies to those platforms and any others that may be provided and/or supported by the Integrated Technology department.

Services to be provided include:
- Secure web and video conferencing and telepresence.
- Pre-scheduled conference setup and support.
- Password protected meetings.
- Permanent personal Webex rooms, which are always open and do not require prescheduling of conferences.
- Meeting recording and secure streaming playback.

Acceptable Usage:
- Use of video conferencing is for the purpose of university business only.
- User will not use or present any content that is in violation of state or federal laws or UofSC policies.
- When recording, it is the responsibility of the user to make all attendees aware in advance of any conference being recorded.
- Inclusion and sharing of Protected Health Information (PHI) must adhere to all HIPAA policies and guidelines.
- User must obtain authorization from appropriate parties prior to including, recording, or sharing any content containing sensitive information (e.g. protected health information (PHI), intellectual property, copyright material).

- Any use of this service is the responsibility of the user. SOMG IT will not assume responsibility for the misuse of content.
- User agrees to comply with all applicable UofSC security policies and procedures.
- SOMG IT will not assume responsibility for content that is reported or discovered to be in violation of any aforementioned policies or laws. Any recorded content will be removed pending review, and appropriate action taken if necessary.

Reason for Policy

The purpose of this policy is to govern the use of the video conferencing services and is in place to ensure compliance with all applicable University of South Carolina security policies and standards.

Definitions

N/A

Procedures

Any user signing into one of the provided or supported video conferencing platforms will be assumed to understand and abide by the terms of the Acceptable Use of Video Conferencing Policy.

Any user who does not understand or agree with the policy should not login to the systems. For clarification of policies, please contact the UofSC School of Medicine Greenville Help Desk at HelpDesk@greenvillemed.sc.edu or 864-735-7215.

Sanctions

Faculty, staff, and students who violate the Acceptable Use of Video Conferencing Policy are subject to disciplinary action up to and including dismissal.

Contacts

UofSC School of Medicine Greenville Integrated Technology 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

Date of Change	Change
April 2021	Policy created