



Policy Title

Acceptable Use of Video Conferencing

Identifier

USCSOMG – IT – 4.00

Prepared by: Office for Finance and Operations	
Reviewed by: Executive Director for Finance and Operations	Review Date: 11/06/2024
Approved by: USCSOMG Policy Committee	Approval Date: 11/18/2024
	Effective Date: 12/01/2024

LCME Standards

5.9 – Information Technology Resources / Staff

Scope

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

Policy Statement

Web and video conferencing services are provided by the USC School of Medicine Greenville, Integrated Technology (IT) department. The primary platforms available for use are Webex and Microsoft Teams. This policy applies to those platforms and any others that are 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 USC 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. IT will not assume responsibility for the misuse of content.

- User agrees to comply with all applicable USC security policies and procedures.
- 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 video conferencing services. It 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 a provided or supported video conferencing platform 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 cannot log in to the systems. For clarification of policies, please contact the USC School of Medicine Greenville Help Desk at HelpDesk@greenvillemed.sc.edu or 864-766-2100.

Sanctions

Faculty and staff who violate this policy are subject to disciplinary action through their supervisor in accordance with their employer's HR policy.

Students who violate this policy are referred to the Honor and Professionalism Council (HPC) in accordance with the [Honor and Professionalism System](#) policy.

Contacts

USC School of Medicine Greenville Integrated Technology Department

Related Information

USC School of Medicine Greenville Student Handbook

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

Acceptable and Privileged Use of Information Systems: Information Security – Prisma Health

Microsoft 365 Acceptable Use: Information Technology Services – Prisma Health

History

Date of Change	Change
October 2024	Clarified procedures and sanctions.
April 2021	Policy created