

COMPUTER VIRUSES

PURPOSE

It is the purpose of this document to describe the University's policy on dealing with computer viruses.

POLICY

1. Since computer viruses may be introduced accidentally, or with malice, into university-owned computers at any time, especially systems found in computer laboratories, the University will make every effort to protect its systems from such viruses and to protect and restore data on disks of users affected by viruses.
2. All PC-, MAC-, and UNIX-based systems must have anti-virus software present and working. Users **MUST NOT** disable this software at any time. Updating this software is the responsibility of the user because new viruses appear frequently. Automatic updates from the software vendor can be applied by simply logging onto the vendor's web site and downloading the latest version.
3. The University is not responsible for the presence of any virus found on any university-owned system. The University will not accept responsibility for damage caused to data, software, or hardware by any virus found on any University-owned system.
4. Users can protect their systems by implementing scheduled back-up procedures that they develop. Should the system become infected, restoring data from a back-up set that is not infected will ensure data integrity.
5. Viruses can be introduced by file sharing, downloading, or e-mail. Users should not open any e-mail attachments unless the sender is known, or the user is familiar with the content. If a user has doubts about the document, it should be scanned with anti-virus software before opening it.

REVIEW

This policy will be reviewed annually by the Chief Information Officer.