

## EMPLOYEE COMPUTER USAGE

**Section:** Information Technology

**Policy:** In order to carry out job responsibilities, staff may be individually assigned a computer system or may share a computer system. Department-provided computer systems should only be used for work purposes. All department staff members are expected to understand and follow University of Georgia (UGA) computer usage policies.

**Purpose:** The purpose of this policy is to outline expectations for all staff members using department computer systems as a part of their position responsibilities.

**Scope:** This policy applies to all University Housing staff members requiring computer access.

**Background:** To better protect students, staff, and information technology resources within University Housing.

### Procedure:

- I. The Housing Business and Human Resources staff is responsible for notifying the Information Technology (IT) staff via IT request when a new employee is hired. IT staff will add access to applicable systems according to the request instructions.
- II. Upon beginning a new position in University Housing, all employees who will have responsibilities working on a departmental computer system, must read, and expected to understand the applicable UGA policies, standards and guidelines published by the office of information security. These policies, standards, and guidelines can be found at [https://eits.uga.edu/access\\_and\\_security/infosec/pols\\_regs/policies/](https://eits.uga.edu/access_and_security/infosec/pols_regs/policies/).
- III. Every employee will be provided their own user ID and password to access appropriate systems. Some systems will require staff members to change their password after a designated period (typically every 90 to 180 days). Staff members are strongly encouraged to change their passwords periodically. Employees shall not share passwords for any reason.
- IV. All employees should lock their computers when leaving the immediate area where the computer is installed. This can be achieved by accomplishing one of the following actions on Windows machines: Simultaneously press the Windows+L keys, or simultaneously pressing the Ctrl+Alt+Del keys and selecting Lock from the pop-up menu, or by pressing the Start button then selecting the user icon and choosing Lock.
- V. To unlock the computer, press any key on the keyboard and use your MyID and password as you normally would to regain computer access.
- VI. Employees utilizing a kiosk, front desk or mailroom computer will use the provided username and password. A personal account should not be used to login to these computers.
- VII. All employees should power off the computer at the end of the workday.

- VIII. All employees are responsible for backing up their work data, such as documents and photos to the shared drive or to One Drive.
- IX. After a computer upgrade or computer exchange, the IT staff will maintain the computer's hard drive unchanged for 14 days. The hard drive will be formatted (all data erased) after 14 days.
- X. It is the supervisor's responsibility to oversee student, temporary or part-time staff appropriate use of the computer system.
- XI. The staff member's supervisor and appropriate management team member will be notified should any inappropriate computer usage is incidentally discovered by any University Housing employee.
- XII. The Housing Business and Human Resources staff is responsible for notifying the IT staff via IT request of a change in employment status. IT staff will remove access to the applicable systems in accordance with the request instructions or established University protocol.

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