

## ***A Note from the IT Security Team:***

Our goal is to provide a more secure network experience for University of Florida users. Much of our success relies on your responsible use of the information contained in this brochure and at the indicated websites.

If you have any unanswered questions relating to information security, feel free to call (352) 392-2061, contact [abuse@ufl.edu](mailto:abuse@ufl.edu), or visit our website at <http://infosec.ufl.edu/>.



This document is also available online at <http://infosec.ufl.edu/orientation/faculty-staff.shtml> with links you can follow directly.

## **Other Computing Resources**

UF Computing Help Desk:  
352.392.(HELP) 4357  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)  
<http://helpdesk.ufl.edu/>

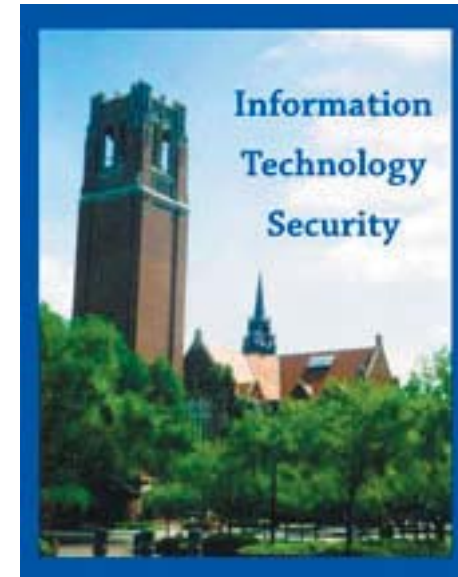
Privacy Office  
<http://privacy.ufl.edu/>

Health Science Center SPICE program  
<http://security.health.ufl.edu/>

For more pamphlets or literature, please contact: [ufirt@ufl.edu](mailto:ufirt@ufl.edu)

# **Faculty & Staff IT Security Guide**

*Your guide to computer and network security.*



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**FLORIDA**

## Acceptable Use Policy

It is a violation of the UF Acceptable Use Policy (AUP) to access resources for which you are not authorized. Inappropriate use of e-mail, excessive or disruptive use of the network, and implementing network infrastructure without coordinating with UF Network Services are also violations of the AUP. For more information, see the following link.

<http://www.it.ufl.edu/policies/aupolicy.html>

## FERPA (Family Educational Rights & Privacy Act: "The Buckley Amendment")

UF assures the protection of sensitive information as it relates to student records. In 1974, The State University System implemented FERPA, also called the Buckley Amendment. Visit this page to learn more.

<http://www.dso.ufl.edu/judicial/FERPA.php>

Visit the UF's registrar's website for additional FERPA information.

<http://www.registrar.ufl.edu/ferpahub.html>

## HIPAA (Health Insurance Portability and Accountability Act)

In 1996, HIPAA was passed to improve privacy of protected health information. For an overview of the law visit this link.

<http://privacy.health.ufl.edu/about/overview.shtml>

Visit UF's Privacy Office for other information pertaining to privacy rights.

<http://privacy.ufl.edu/>

## Identity Theft

Identity theft is an on-going problem. You can protect your identity by limiting the amount of personal information you disclose and being aware of various scams. For resources, information and workshops on identity theft please visit the following link.

<http://infosec.ufl.edu/athome/idtheft.shtml>

## Passwords

Your passwords should be shared with NO ONE. They should be difficult to guess and difficult to crack. UF Gatorlink accounts require strong passwords. For more information about specific Gatorlink password rules and tips for creating a secure password, visit this link.

<http://infosec.ufl.edu/athome/passwords.shtml>

## Virus Protection

McAfee VirusScan is available FREE to all UF faculty, staff, and students; download it now using the following link. Don't wait until your important data is corrupted by a computer virus.

<http://infosec.ufl.edu/athome/virus.shtml>

## Safe E-mail & Instant Messaging

Attachments and web links sent in e-mail and instant messages are the leading way in which computer viruses spread. Never open an attachment or follow web links. Even if you know the sender, confirm that they intended to send you the attachment or the link before you open it. To learn more, see this website.

<http://infosec.ufl.edu/athome/safe-email.shtml>

## Software Licensing Office

The UF Software CD contains a variety of free software and information including McAfee VirusScan and a VPN client. This CD can be purchased for a very small fee from the UF Technology Hub. Visit this website for more information.

<http://software.ufl.edu/>

## Personally-Managed Computers

Computers that are not managed by professionals are an unnecessary risk; all UF computers should be managed by the professional IT workers hired by the unit to do the job. Contact your local IT support staff before connecting any computer to the network. To find out who to contact in your unit, visit this web page.

<http://net-services.ufl.edu/ns/cgi-bin/subnet-form.cgi>

## Virtual Private Network

A VPN connection should always be used to encrypt communication from an untrusted network, such as from home or on a wireless network. For more information on VPN and to download the UF VPN software, visit this website.

[http://net-services.ufl.edu/provided\\_services/vpn/](http://net-services.ufl.edu/provided_services/vpn/)