MEHARRY MEDICAL COLLEGE POLICIES	**Page 1 of 2**
	Effective Date: January 31, 2008
Retired:	**Revised: October 1, 2013**
Approved by: A. Cherrie Epps, Ph.D. **President and Chief Executive Officer**	
Subject: Office of Information and Technology - Anti Virus Policy	

SCOPE:
The Vice President for Information Technology (VP) is designated as the institutional officer responsible for identifying standards for access and acceptable use of information technology resources.

POLICY STATEMENT:
All computers that are attached to the Meharry network must be protected against viruses, spyware, and other harmful programs. This policy spells out these requirements.

Applicability: This policy is applicable to all Meharry Medical College students, faculty and staff and to bona fide associates granted use of Meharry Medical College information resources.

PURPOSE:
To protect computers being used by Meharry faculty, staff, students, and contractors or consultants from harmful programs which might alter, destroy, misappropriate, or otherwise damage Meharry-owned equipment or information.

DEFINITIONS:
Authorized Use: authorized use of Meharry Medical College owned, leased, operated, or contracted computing and network resources is used consistent with the education, research, and administrative mission of the College and is consistent with this policy.

Authorized Users: authorized users are current students, faculty and staff of the College or others who have been authorized to use a particular resource by the campus unit responsible for operating that resource.

CO: Compliance Officer, the enforcing unit for the Computer and Network Usage Policies at Meharry Medical College.

MMC: Meharry Medical College (alias the College) for which the policy manual applies.

IT: Information Technology, the source for establishing the Computer and Network Policies at Meharry Medical College.

Subject: Anti- Virus Policy

Malware: Computer viruses, spyware, worms, Trojan horses, or other programs designed to do harm to or to improperly access computers, software, or data.

POLICY:
All Meharry computer systems must be protected from malware through the installation and continued operation of an up-to-date anti-virus program. Meharry IT will furnish and install, at no cost to the user, a copy of such a program for all computers attached to the Meharry network. It is the responsibility of each authorized computer user to ensure that such a program is installed and running properly. Failure to do so may jeopardize the integrity of information stored on the computer used by each user, and because malware can spread across a network, jeopardize the integrity of information stored on any other computer on the network.

PROCEDURE: IT annually reviews the performance of the college's existing anti-virus software and evaluates alternative products available in the market place. IT will provide licenses for the installation of that software on all college workstations computers on campus, and on Meharry-owned laptop computers. If users are unsure as to whether an approved anti-virus program is installed on their computers, they should contact the Meharry Help Desk; a Help Desk Analyst will check the computer and install a program if necessary.

SANCTIONS: Deliberate failure to run an approved anti-virus program, resulting in compromise to Meharry information or systems, may result in disciplinary action.

EXHIBITS: None.