(Draft) Campus AUP and IRUS and other relevant policies

All University employees are required to review both the Acceptable Use Policies and the Information Resources Use Security Policies.

This list points out key information that every employee should consider when starting employment with UT/CNS.

There is also detail pertaining to personal computers and telecommuting.

- **AUP**: https://security.utexas.edu/policies/aup
- **IRUS**: https://security.utexas.edu/policies#resource-use-security-policy

- Administrative Access: **IRUS Section 5.1**
  - AUP Acknowledgment Form for Admin access
  - How not to log in as Admin and still get job done
- Personal Machine Requirements: **AUP Section 5.11**
- Expectations of Privacy: **AUP Section 5.4**
- IT System Custodians: **IT System Custodian**
- Circumventing Login Procedures on UT Systems: **AUP Section 5.10**
- Account Retention requirements: **IRUS Section 4.1.4**
- DMCA: https://security.utexas.edu/policies/DMCA
- Requirements of machines handling University Data/System Hardening: https://security.utexas.edu/admin
- Protecting Sensitive Research Data: https://security.utexas.edu/policies/sensitive_research
- Records Retention Policies: https://financials.utexas.edu/records-and-information-management-services
- Telecommuting: https://policies.utexas.edu/policies/telecommuting
- International Travel: https://security.utexas.edu/education-outreach/international-travel-guidelines

### Relevant Links For New Employees:

Supervisors, please notify your new employee that they will need to meet with a CNS IT help desk representative to review their machine, including:

- Review IT Setup
- Acceptable Use Policy (REQUIRED TO REVIEW)
- Laptop off campus form (Submit form to help@cns.utexas.edu)
- Position of Special Trust for Admin accounts
- How to use the VOIP phone and Access Voicemail
- How to submit a ticket for IT Assistance
- Sensitive Research Data Management
- Sensitive Data Classification
- Record Management Schedule
- Update Directory Info - Must be done through Workday