



Office of the Technology Services

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TECHNOLOGY SERVICES
Data/Network/Web Management
Electronic Media
Publications
Technical Support and Training

Southern University Ag Center
Office of Technology Service
Antivirus Policy

Purpose

1. The policy defines standards for protecting Southern University Agricultural Research and Extension Center's (SU Ag Center) network from any threat related to computer viruses, worms, or other types of malware. These standards minimize the potential exposure to SU Ag Center from damages that may result from an unprotected network. Damages may include the loss of sensitive/confidential data, intellectual property, damage to public image, damage to critical SU Ag Center systems, etc.
2. No general purpose computing device may be connected to the university network (wired or wireless) unless it is equipped with appropriate protection. Exceptions to this rule must be authorized by the Office of Technology Services.
3. If you use non-university equipment for university business, it must have the appropriate protection.
4. Never open any files or macros attached to an email from an unknown, suspicious, or un-trusted source. Delete these attachments immediately; then empty your trash.
5. Delete spam, chain, and other junk email without forwarding, per SU Ag Center Computer Use Policy.
6. Never download files from unknown or suspicious sources.
7. Avoid direct disk sharing with read/write access unless there is absolutely a business requirement to do so.
8. Always scan removable media (e.g. jump drives) from an unknown source for viruses before using it.
9. Critical data should be stored on a university file server.
10. Material stored here will be scanned for viruses and backed-up on a regular schedule. New viruses are discovered almost every day.

Last updated: 6/8/2010

For questions about this policy, please contact:

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