

NJMS POLICY

SUBJECT: Information Technology Support
Services

TITLE: Desktop/ Laptop Virus Protection

CODING: NJMS 20-60-:00

ADOPTED: 1/14/03

AMENDED:

I. PURPOSE

To minimize the risk of infection and propagation of undesirable computer codes commonly called "viruses" or "worms".

II. ACCOUNTABILITY

Under the direction of the Associate Dean and Chief Operating Officer, the Manager of Technology Support Services shall ensure that this policy is enforced.

III. DEFINITIONS

- A. Computer virus - A program whose behavior is not what is expected and is often disguised or imbedded within a commonly used program. Once executed, the virus modifies critical sections of the computer's operating system. It may also attach itself to other operating programs causing noticeable increases in file size. The result may vary from distributions of documents from the hard drive to serious degradation and failure of the operating system and applications program. Complete data loss is possible with some viruses.
- B. Worm - A program that makes copies of itself, for example from one disk drive to another, or by copying itself using email or some other transport mechanism. It may do damage and compromise the security of the computer.
- C. Computer systems that have been targets of a computer virus or worms may exhibit one or more of the following symptoms:
 - 1. Programs load more slowly than normal.
 - 2. Sluggish computer performance.
 - 3. Increases in the size of executable files as compared to the same files on the original distribution media.
 - 4. Unusual messages appearing on the computer screen at unexpected times.
 - 5. Uncontrolled distribution of documents from a computer to individuals in an email address book.

IV. APPLICABILITY

Desktop/ laptops computers inclusive of but not limited to Information Technology Equipment purchased with state funds, grant funds, restricted funds and unrestricted funds.

V. POLICY

- A. Desktop / Laptop computers must be protected with standard virus protection software. Technology Support Services staff shall approve the selection of such software.
- B. Each user shall have the virus software configuration on his/her computer as prescribed and supported by Technology Support Services.
- C. Any computer suspected of having a virus or worm must be reported to UMDNJ Information Services & Technology Service Center immediately.

By Direction of the Dean, NJMS:

Signature on File

Associate Dean and Chief Operating Officer