

Anti-Virus Guideline

Purpose

A virus is a piece of potentially malicious programming code that will cause an unexpected or undesirable event. Viruses can be transmitted via e-mail, instant messaging attachments, downloadable Internet files, USB, and CDs. Viruses are usually disguised as something else, and so their presence is not always obvious to the computer user. A virus infection can be very costly to Texas Southmost College in terms of lost data, lost staff productivity, and/or lost reputation.

As a result, one of the goals of Texas Southmost College is to provide a computing network that is virus-free. The purpose of this guideline is to provide instructions on measures that must be taken by Texas Southmost College's employees to help attain effective virus detection and prevention.

Scope

This guideline applies to all computer equipment that is connected Texas Southmost Colleges' network via a standard network connection, wireless connection, modem connection, or virtual private network connection. This includes both college-owned personally-owned computers attached to Texas Southmost Colleges' network. The definition of computers includes desktop workstations, laptop computers, handheld computing devices, servers and other electronic media.

General Guideline

Currently, Texas Southmost College has an enterprise wide license for Microsoft Forefront Security Antivirus Suite. The most current available version of the anti-virus software package will be taken as the default standard.

All computers attached to the Texas Southmost College network must have standard, supported anti-virus software installed. This software must be active, be scheduled to perform virus checks at regular intervals, and have its virus definition files kept up to date.

Any activities with the intention to create and/or distribute malicious programs onto the Texas Southmost College network (e.g. viruses, worms, Trojan horses, e-mail bombs, etc.) are strictly prohibited.

If an employee receives what he/she believes to be a virus or suspects that a computer is infected with a virus, it must be reported to the Information Technology Helpdesk immediately at 872-2111. Report the following information (if known): virus name, extent of infection, source of virus, and potential recipients of infected material.

No employee should attempt to destroy or remove a virus, or any evidence of that virus, without direction from the Information Technology Help Desk at 872-2111.

Any virus-infected computer will be removed from the network until it is verified as virus-free.

Guidelines for Virus Prevention

1. Always run the standard anti-virus software provided by Texas Southmost College
2. Never open any files or macros attached to an e-mail from an unknown, suspicious, or untrustworthy source.



3. Never open any files or macros attached to an e-mail from a known source (even a coworker) if you were not expecting a specific attachment from that source.
4. Be suspicious of e-mail messages containing links to unknown web sites. It is possible that the link is a malicious executable (.exe) file disguised as a link. Do not click on a link sent to you if you were not expecting a specific link.
5. Never copy, download, or install files from unknown, suspicious, or untrustworthy sources or removable media.
6. Avoid direct disk sharing with read/write access. Always scan external storage devices for viruses before using it.
7. If instructed to delete e-mail messages believed to contain a virus, be sure to also delete the message from your Deleted Items or Trash folder.
8. Back up critical data and systems configurations on a regular basis and store backups in a safe place.
9. Regularly update virus protection on personally-owned home computers that are used for business purposes. This includes installing recommended security patches for the operating system and other applications that are in use.

Information Technology Services Responsibilities

The following activities are the responsibility of Texas Southmost College Information Technology Services:

1. The Information Technology Services is responsible for maintaining and updating the Anti-Virus Guideline. Copies of this Guideline will be posted on the Help Desk website. Check this location regularly for updated information.
2. The Information Technology Services will keep the anti-virus products it provides up-to-date in terms of both virus definitions and software version in use.

Information Technology Services will apply any updates to the services it provides that are required to defend against threats from viruses.

Information Technology Services will install anti-virus software on all Texas Southmost College owned and installed desktop workstations, laptops, and servers.

Information Technology Services will take appropriate action to contain, remove, and assist in recovery from virus infections. In order to do so, Information Technology Services may be required to disconnect a suspect computer from the network or disconnect an entire segment of the network.

Information Technology Services will perform regular anti-virus sweeps/scans of files.

Information Technology Services will attempt to notify users of Texas Southmost College's systems of any credible virus threats via e-mail or telephone messages. Virus reports will not be acted upon until validated. Employees should not forward these or any virus warning messages in order to keep network traffic to a minimum.



Department and Individual Responsibilities

The following activities are the responsibility of Texas Southmost College departments and employees:

Departments must ensure that all departmental computers have virus protection that is in keeping with the standards set out in this guideline.

Departments that allow employees to use personally-owned computers for college purposes must implement virus protection processes and procedures that are in keeping with the standards set out in this guideline.

All employees are responsible for taking reasonable measures to protect against virus infection.

Employees must not attempt to either alter or disable anti-virus software installed on any computer attached to the Texas Southmost College network without the express consent of the Information Technology Services.