VIRUS PREVENTION

Objective:

To determine if the appropriate actions are taking place and the proper policies and procedures are being followed to allow virus prevention safeguards to be installed and/or updated on a regular basis, ensuring the continuing integrity of and access to information on UHD automated systems.

Important Information:

All computers at UHD have anti-virus software installed on them (campus-wide site license). UHD IT manages the anti-virus software updates remotely with an automated system that updates all PCs on a daily basis with the latest definition files. Furthermore, all faculty and staff PCs on campus are set to automatically check for and install new operating system (OS) security/patch updates, which is important for preventing viruses, on a daily basis between 12 midnight and 5 a.m. Lab PCs are also scheduled for anti-virus and OS security/patch updates once a week (between 12 midnight and 4 a.m. every Friday). Users are instructed to log off but keep their computer on at night so the automatic updates can process regularly.

Training required of all users, such as the UHS mandated information security awareness training (as required by TAC 202), addresses applying computer security best practices by having anti-virus software installed on their computers.

UHS Administrative Memorandum 07.A.03 *(Notification of Automated System Security Guidelines)* informs employees that any person violating component University automated system security policies, such as inserting a virus, is subject to immediate disciplinary action that may include termination of employment, expulsion, or termination of a contract.

Potential Impact:

Computer viruses have the potential to cause great harm to the University, including, but not necessarily limited to, loss of data or compromising of data integrity. Any potential breach of security that allows unauthorized access to protected or institutional information can be harmful and could cause the loss and/or destruction of data, which could greatly impact the ability of the department/unit to maintain daily operations.

Helpful Tools:

- UH System Administrative Memorandum:

  07.A.03 – Notification of Automated System Security Guidelines

- UH – Downtown Policy Statement: Information Technology

  Information Systems - 08.A.04 - Computer Access, Security, and Use Policy

  Information Systems – 08.A.05 - Academic Computing Services

- UHD Website:

  IT User's Handbook

  IT: Help Desk

Other(s):

Texas Administrative Code – Chapter 202 – Subchapter C (TAC 202 C)

Contacts:

Jon Garza	Help Desk
garzaj@uhd.edu	help@uhd.edu
713-221-8950	713-221-8540 or x3000
S701	S700

Frequently Observed Weaknesses/Deficiencies:

- Employees turn off their computers when they leave the office at night, preventing the installation of remote automated anti-virus software updates.
- Employees visit website, open e-mails or use software/memory devices that introduce viruses to University computers.

Best Business Practices:

1. Ensure anti-virus software is installed and kept current on all computers.
2. IT management of daily anti-virus updates on all computers.

AREA

This questionnaire is designed so that "no" answers indicate that an internal control weakness may exist and the procedure/process may need to be examined in greater detail. **Comments should be provided for "No" answers.** When such weaknesses are identified, a change in the process may be necessary OR a control may need to be put into place to address the weakness. The appropriate UHD contact office (as outlined in the self-assessment text) may be contacted for assistance with identified weaknesses.

Self-Assessment of Internal Controls for Virus Prevention	Yes	No	N/A	Comments
Do all employees in the department log off but keep their computers on at night so the automated updates can process regularly?	☐	☐	☐	
Is the latest version of anti-virus software installed and in use on user's primary computers in the department?	☐	☐	☐	
Is the latest version of anti-virus software installed and in use on laptop computers in the department?	☐	☐	☐	

This is a living document and will be updated as revisions are necessary. Periodically, you may want to check for updates and revisions. We welcome any questions and feedback regarding the information contained in this tool including any comments regarding how this may be more useful and effective.