### Technology Systems Usage Policy Revisions

In January 2010, a review of the university's Technology Systems Usage Policy (BU-PP 025) was completed. Major updates included:

- A new statement (#3) that faculty/staff are responsible for maintaining backups of any personal files stored on Baylor-owned computers.
- A new statement (#6) that all data related to Baylor administrative and academic business must be stored on Baylor-owned computers.
- The addition (#8) of the University ID card as a credential that should not be shared.
- A new statement (#15) regarding the University's web filtering procedures for pornography and malware sites.

If you have questions about the Technology Systems Usage Policy, please contact Jon Allen, Information Security Officer, by email at Jon_Allen@baylor.edu. Other technology-related policies can be found on the ITS website (www.baylor.edu/its/ > About Us > Policies).

### Reminder: Make Sure Your Information is Being Backed Up!

To protect University information, ITS provides a centralized backup service for university-owned faculty/staff primary computers through our Tivoli system. Backups are performed on Monday, Wednesday and Friday nights for computers that have the Tivoli client installed, are powered on and are connected to the university's wired network. To ensure that your critical files are being backed up, make sure that they are either on the Desktop or in your My Documents folder (Apple users: on the Desktop and in your Documents folder). MicroGrade and MicroTest folders are automatically included in backups, regardless of where they are located. Certain file types are excluded from Tivoli backups due to their relative size. These generally include music and movie files as well as executable files. If a computer is not powered on and connected to the network during the scheduled backup time or if you complete significant work on a project and wish to ensure it is backed up right away, a client-initiated backup can be run at any time.

For more information about computer backups, visit the Computer Backup section of the ITS website (www.baylor.edu/its/ > Help > Computer Backup).

### Having Trouble with Junk Email & Spam?

Junk email and spam are dilemmas for every email user. New information to help manage these problems with your Baylor email account has been added to the Help section of the ITS website. Check it out! (www.baylor.edu/its/ > Help > Email > Managing Junk/Spam Email).

*Follow ITS on Twitter at BaylorITS_Alert to receive tweets on technology outages. Also remember, for questions related to these or other campus security or technology issues, call the ITS Help Desk at extension 4357/HELP.*