

Texas A&M AgriLife Extension Service Procedures

29.01.99.X0.04 | Computer Resource Use by Volunteers

Approved: April 19, 2012

Revised: October 6, 2014

Next Scheduled Review: October 6, 2019



PROCEDURE STATEMENT

This procedure establishes appropriate computer use procedures for all volunteers of Texas A&M AgriLife Extension Service (AgriLife Extension).

REASON FOR PROCEDURE

AgriLife Extension, Texas A&M AgriLife Research (AgriLife Research), and the Texas A&M University (TAMU) College of Agriculture and Life Sciences use volunteers in a number of roles. The purpose of this document is to provide instruction to ensure volunteers are using System and TAMU computing resources in a safe and secure manner that is compliant System, TAMU, and State regulations. These procedures are established to achieve the following:

- to ensure compliance with applicable statutes, regulations, and mandates regarding security practices and procedures;
 - to establish prudent and acceptable practices regarding proper workstation use by volunteers; and
 - to educate individuals who may use workstations allocated to volunteers with respect to their responsibilities associated with such use.
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PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

1.1 Terms of use:

Electronic files created, sent, received, or stored on information resources owned, leased, administered, or otherwise under the custody and control of AgriLife Extension are the property of the agency.

1.2 Individuals may be subject to loss of access privileges for AgriLife Extension information resources.

1.3 Any exceptions to the procedures outlined must be preapproved by the Director, AgriLife Extension.

2.0 VOLUNTEER COMPUTER RESOURCE GUIDELINES

2.1 The volunteer workstation should be dedicated for the purpose of VOLUNTEERS and should NOT be an employee workstation where adequate computing resources exist. In cases where a volunteer must use an employee computer, a unique limited user account must be used by the volunteer.

2.2 The workstation must use a generic user account and managed according to current AgriLife procedures.

2.3 The account password shall be changed on a regular basis not to exceed 90 days.

2.4 The workstation must have Sophos enterprise anti-virus installed.

2.5 Only applications and software relative to the need of the volunteers' efforts shall be installed.

2.6 The workstation shall have a 25 minute timeout with password lock enabled.

2.7 The workstation shall be closely monitored for any unusual software or activity after use by a volunteer.

3.0 REQUIREMENTS ASSOCIATED WITH AUTHORIZATION, AUTHENTICATION, AND RETENTION OF ACCESS HISTORY LOGS

3.1 Volunteers must sign in to use a workstation. (Name, Date, and workstation ID used at a minimum shall be collected).

3.2 AgriLife form AG-908, *AgriLife Volunteer Terms of Use and Authorization*, must be signed by the volunteer (just once), and maintained by the location for up to 1 year—preferably in electronic format in Laserfiche, and in any case be available for audit review when requested.

3.3 A daily log must be kept clearly identifying which computer a volunteer used each day. Each volunteer computer should be clearly labeled (i.e. VOLUNTEER UNIT1, VOUNTEER UNIT2, or similar) for clarity.

3.4 Daily log records for volunteer computer use shall be maintained for up to 1 year—preferably in electronic format in Laserfiche, and in any case be available for audit review when requested.

4.0 USE OF PERSONAL COMPUTING RESOURCES ON BEHALF OF AGRILIFE EXTENSION

4.1 A volunteer acting on behalf of AgriLife Extension outside the AgriLife Extension office, using a non–agency owned computer and non–agency network is expected to acknowledge and follow the same terms of use and security measures as AgriLife Extension staff. In this instance, the AG-908 form provides authorization for the volunteer to act on behalf of the agency, and provides documented acknowledgment by the volunteer that agency use and security standards will be met.

4.2 In no case will agency related confidential or sensitive data be stored on a non–agency or personally owned computer.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[AgriLife Extension Procedure 29.01.03.X0.01 Information Resource Procedures](#)

[AgriLife Extension Procedure 61.99.01.X1.01 Retention of State Records](#)

CONTACT OFFICE

For questions, contact AgriLife Information Technology at 979-845-9689.