



**NUMBER: 7.2.02**

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**REVISION:**

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<b>SECTION:</b>	<b>INFORMATION TECHNOLOGY</b>
<b>AREA:</b>	<b>SERVICES</b>
<b>SUBJECT:</b>	<b>UAMS WIKI and BLOG USAGE</b>

**SCOPE**

UAMS faculty, employees, students, contract personnel, vendors, volunteers, and official visitors.

**DEFINITIONS**

**Confidential Information** includes information concerning UAMS research projects, confidential employee information, information concerning the UAMS research programs, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. Confidential information shall include Protected Health Information.

**Wiki** is a collaborative website which can be directly edited by anyone with access to it.

**Blog** is a website that displays in chronological order the postings by one or more individuals and usually has links to comments on specific postings.

To access any other terms or definitions referenced in this policy:

<http://hipaa.uams.edu/DEFINITIONS%20-%20HIPAA.pdf>

**POLICY**

The purpose of this policy is to inform all users within the University of Arkansas for Medical Sciences (UAMS) of the procedure to be followed while accessing and using blog and wiki services at UAMS. Blog and wiki services are provided to UAMS groups, departments, and organizations and not to individual users. These services are provided as an online tool for the purpose of promoting collaboration in the areas of Education, Research and Administration.

**PROCEDURES**

**A. Confidentiality**

Confidential Information must never be contained in a wiki or blog space at UAMS.

**B. Compliance**

1. Use of wiki or blog services at UAMS must be consistent with the goals of UAMS and comply with all UAMS policies as well as local, state, and federal laws.
2. Content within wiki and blog spaces must comply with the [UAMS 3.1.16 STANDARDS AND BEST PRACTICES FOR PAGES ON THE UAMS WEB SITE](#) policy.

**C. Accountability**

1. Wiki and blog space users are accountable to UAMS and fellow wiki and blog collaborators. A logon is required to add or change content and can be utilized to track misuse of the services. Users not following policy as in Compliance Considerations above will be disciplined according to normal UAMS procedures.
2. Wiki and blog space owners must clearly define purpose or intent for their wiki or blog space.
3. Wiki and blog space owners must keep data usage to reasonable level for the intended purpose of their wiki. Scale down large images or provide links.
4. Wiki and blog users must comply with copyright and trademark regulations. Any content created by another person may not be placed on a page without official permission of the original creator. Content found to be in violation of copyright law will be removed.
5. All wiki and blog space owners are responsible for providing a moderator to insure the content on their wiki or blog spaces are compliant.

**D. Related Policies and Procedures**

[Confidentiality Policy 3.1.15](#)

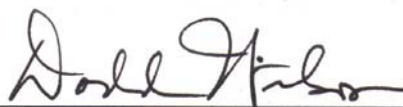
[Standards and Best Practices for Pages on the UAMS Web Site 3.116](#)

[Basic Code of Conduct 4.4.01](#)

[Email Access and Usage 7.1.12](#)

[Access to the Internet 7.2.11](#)

[De-identification of Protected Health Info and Limited Data Set 3.1.31](#)

SIGNATURE:   
Chancellor

Date: December 19, 2008