RRC VM Acceptable Use Policy

The Scientific Computing Core (SCC) will create the virtual machines (VMs) requested by _____ (VM user) as per VM request form previously submitted. The VM user is responsible for abiding by the acceptable use policy detailed in this document as well as any Acceptable Use policies defined by the University of Illinois at Chicago (UIC).

Electronic patient health information (ePHI) and patient identity information (ePII) will NOT be stored or transmitted to/from the VM without prior written approval by SCC.

Shell access, e.g. login, will be allowed via secure shell (SSH) from the VM guest bastion (guest.cri.uic.edu). Users should only use their personal account to access both the bastion and VM and should NOT knowingly allow other persons to use their login information to access either the bastion or any VM.

Web (HTTP) access to any web server on the VM shall only be allowed via the HTTP proxies and all traffic from the proxy to any web client will be encrypted via secure sockets layer (SSL). For any web server that handles ePHI or ePII, encryption shall be end-to-end, i.e. web client to VM web server. For any application in which all end users are members of UIC, authentication services will be provided by SCS using UIC Shibboleth.

Any additional access, e.g. direct SQL connections or network file shares, to/from the VM hosts will be denied by default and only allowed after evaluation by SCSC on a case-by-case basis.

VM user responsibilities
- Provide current contact information.
- Provide a list of software required for the VM.
- Prompt reporting of issues and/or changes to services to the SCC issue tracking system (rrctech@uic.edu)
- Provide account maintenance for any application level user accounts.
- Respond in a timely manner to all security concerns.
- Negotiate further backup requirements (backups of data within VM).
- For any VMs in storing or transmitting protected data, all users will complete the UIC's HIPAA training, and keep this training up to date. Users will also agree to any other compliance requirements for the pertinent data.
- Protect private sensitive information in accordance with the University of Illinois Acceptable Use Policy as appropriate HIPPA guidelines and policies. This includes but is not limited to encryption of any ePHI or ePII stored or transmitted by the VM.

Hours of Operations and Contact Information
Normal operating hours for SSC are Monday through Friday 8:00 AM to 5:00 PM Central time. Any issues or requests should be sent via email to rrctech@uic.edu.