Policy Title:	**Acceptable Use-Internet**
Service Area:	
Policy Number:	
Policy Form(s) (*if applicable*):	
Performance Standards Reference:	
Head Start Act 2007 Reference:	
Minimum Standards (*if applicable*):	
Revision Date:	
Policy Council Approval Date:	
Advisory Committee Approval Date:	

Policy:

As part of EHS's commitment to the utilization of technology, employees have access to the Internet. In order to protect the EHS Grant and employees, the following procedures must be followed.

1. It is the UTRGV-EHS-CCP Programs policy to limit Internet access to official business.

2. The introduction of viruses or malicious tampering with any computer system is expressly prohibited.

3. Employees using Internet access are acting as representatives of the UTRGV-EHS-CCP Program. As such, employees should act accordingly so as not to damage the reputation of the organization.

4. Files that are downloaded from the Internet must be scanned with virus detection software before installation or execution (UTRGV computers automatically do this). All appropriate precautions should be taken to detect a virus and, if necessary, to prevent its spread.

5. The truth or accuracy of information on the Internet and in e-mail should be considered suspect until confirmed by a separate source.

6. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.

7. Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.