



Policy Title:	Internet Usage
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:

An internet usage policy provides employees with rules and guidelines about the appropriate use of University equipment, network and Internet access. Having such a policy in place helps to protect both the University and the employee; the employee will be aware that browsing unapproved sites and/or downloading files is prohibited and that the policy must be adhered to or there could be serious repercussions, thus leading to fewer security risks for the University as a result of employee negligence. The Internet Usage Policy is an important document that must be followed by all employees upon starting employment.

This Internet Usage Policy applies to all employees of UTRGV-EHS-CCP who have access to computers and the Internet. Use of the Internet by employees of UTRGV is permitted and encouraged where such use supports the goals and objectives of the University. However, access to the Internet is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, email and internet usage

- University employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.
- All Internet data that is composed, transmitted and/or received by UTRGV computer systems is considered property of the University and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of EHS and the University reserves the right to monitor internet traffic and access data that is composed, sent or received through its online connections.
- Emails sent via the University email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.



- All sites and downloads may be monitored and/or blocked by UTRGV if they are deemed to be harmful and/or not productive to business.

Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the internet or via email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the University/EHS program.
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the EHS program/University, its products/services, colleagues and/or employees.
- Introducing malicious software onto the University network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the organization

If an employee is unsure about what constituted acceptable internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of EHS/UTRGV network and internet connections. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by the director or primary investigator.