

HUMAN RESOURCES DEPARTMENT

ACCEPTABLE USE OF THE INTERNET POLICY

Policy Number: 13-2006

Effective Date: October 30, 2006

New

_____ **Amendment to Policy Num**

with date of: _____

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PURPOSE

This policy will regulate the Internet services offered by Ana G. Mendez University (UAGM) according to the definition of the terms, conditions and responsibilities that govern the use of this service through UAGM computers by of the university community. UAGM provides access to the Internet for academic, research and administrative purposes. Any inappropriate use of these services that interferes with the image of UAGM or of any person in its institutions will be considered a violation of this policy and will be subject to the corresponding sanctions.

SCOPE

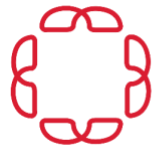
This policy applies to all users of the computer systems in UAGM such as students, faculty, associates, contractors, consultants and temporary employees, including all personnel affiliated with external partners. This policy applies to all equipment owned or leased by UAGM.

PROCEDURE

GENERAL DISPOSITIONS

These guidelines exist to assist in the best use of the Internet. Users must understand the following:

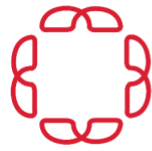
- UAGM provides access to the Internet to students, faculty and associates to assist them in the normal course of their functions, academic activities, administrative projects and research.
- Keep Internet use to a minimum.



- Verify that any information you access on the Internet is accurate, complete, and current.
- Check the validity of the information found.
- Respect the legal protections for data and software provided by your copyrights and licenses.
- Report unusual occurrences immediately.

The use of these services will be considered inappropriate to:

- Access to the Internet for: personal affairs, political activities, private business or any other activity not related to academics, research or administrative functions.
- Access to the Internet to visit pages with pornographic, explicit sexual, pedophilia, criminal, terrorist or offensive content.
- Access to the Internet for criminal activities as defined by state or federal laws.
- Access to the Internet for the transmission of information or material in violation of state or federal laws.
- Publish or disseminate confidential information of students, faculty and associates or of the system through the Internet.
- Unauthorized use, installation or distribution of programs (software).
- Access to the network that violates copyrights or patents according to the legislation of the United States of America.
- Use or management of UAGM computer resources for unauthorized access to sensitive information from computers or computers.
- Download text or images that contain pornographic, racist or political material or that incite violence, hatred or any illegal activity, unless it is part of a course or investigative activity.
- Download content from the Internet that is not related to user functions.
- Download programs (software) from the Internet and install it on UAGM computers without prior authorization.
- Interrupt or interfere with other computers or users of the network, services or equipment.
- Pretend to be someone else.



- Transmitting confidential information or political content, obscene, threatening or harassing.

UAGM does not supervise or exercise any control over the information available through the Internet and cannot be held responsible for the content of the Internet.

The Internet and its resources may contain controversial or offensive material. UAGM does not restrict access or protect its users against information that is individually considered offensive, except when governed by law. UAGM users will have access to the Internet at their own discretion.

IT office will limit access to those sites that UAGM finds or considers objectionable. Given the nature of the Internet, and despite its best efforts, UAGM cannot ensure the availability, accuracy, accessibility, or even the appropriateness of Internet resources. UAGM reserves the right to set limitations on the use of Internet resources.

DUTIES AND RESPONSIBILITIES

UAGM users with Internet access must be governed at all times by the laws of the United States of America, including, but not limited to, copyright, the laws that govern communications, in addition to the privacy rights of others. Illegal activities or any other activity that intercepts or interrupts the use of computers or the network is prohibited.

DISCIPLINARY ACTIONS

Any faculty member or associate who violates this policy may be subject to disciplinary action, according to the Associate Handbook published by the Human Resources department. Any student who violates this policy may be subject to disciplinary action according to the Student Manual.

VALIDITY

This Policy will come into effect from the date of its publication and its expiration will be until it is amended or annulled.

APPROVALS

José F. Mendez Mendez
President

Date

Victoria de Jesus
Human Resources Vice President

Date