

Section	<b>Information Resource Security Policies</b>	04/01/2004	-Effective
Policy	1.080.0	<b>Internet Usage Policy</b>	mm/dd/yyyy CIS
			-Revised -Author

## Internet Usage Policy

### Introduction

Computers, networks, and electronic information systems are essential resources for accomplishing Texas A&M University-Kingsville's mission of instruction, research, and public service. The university grants members of the University community shared access to these resources in support of accomplishing the University's mission. Under the provisions of the Information Resources Management Act, these Information Resources are strategic assets of the State of Texas that must be managed as valuable state resources.

### Purpose

The purpose of this Internet Usage policy is to establish rules to ensure that usage of the internet complies with University policy, to protect the University against damaging legal consequences, and to educate the individuals who may use the internet with their responsibilities associated with such use.

### Audience

The Texas A&M University-Kingsville Internet Use Policy applies equally to all individuals granted access to any University Information Resource with the capacity to access the internet, the intranet, or both.

### Ownership

Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of Texas A&M University-Kingsville are the property of Texas A&M University-Kingsville.

### Privacy

Electronic files created, sent, received, or stored on Information Resources owned, leased, administered, or otherwise under the custody and control of Texas A&M University-Kingsville are not private and may be accessed by Texas A&M University-Kingsville CIS employees at any time without knowledge of the Information Resources user or owner. Electronic file content may be accessed by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 202, Information Resource Standards.

### Internet Usage Policy

- Software for browsing the Internet is provided to authorized users for business and research use only.
- All software used to access the Internet must be part of the Texas A&M University-Kingsville standard software suite or approved by the Information Resources management. This software must incorporate all vendor provided security patches.
- All files downloaded from the Internet must be scanned for viruses using the approved CIS distributed software suite and current virus detection software.
- All sites accessed must comply with the Texas A&M University-Kingsville Acceptable Use Policies.
- All user activity on Texas A&M University-Kingsville Information Resources assets is subject to logging and review.
- Content on all Texas A&M University-Kingsville Web sites must comply with the Texas A&M University-Kingsville Acceptable Use Policies.
- No offensive or harassing material may be made available via Texas A&M University-Kingsville Web sites.
- Non-business related purchases made over the internet are prohibited. Business related purchases are subject to Texas A&M University-Kingsville procurement rules.
- No personal commercial advertising may be made available via Texas A&M University-Kingsville Web sites.
- Texas A&M University-Kingsville internet access may not be used for personal gain or non-TAMUK personal solicitations.

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- No Texas A&M University-Kingsville data will be made available via University Web sites without ensuring that the material is available to only authorized individuals or groups.
- All sensitive material transmitted over external network(s) must be encrypted.
- Electronic files are subject to the same records retention rules that apply to other documents and must be retained in accordance with departmental records retention schedules.

#### Incidental Use

- Incidental personal use of Internet access is restricted to Texas A&M University-Kingsville approved users; it does not extend to family members or other acquaintances.
- Incidental use must not result in direct costs to Texas A&M University-Kingsville.
- Incidental use must not interfere with the normal performance of an employee's work duties.
- No files or documents may be sent or received that may cause legal liability for, or embarrassment to, the University.
- Storage of personal files and documents within TAMUK Information Resources should be nominal.
- All files and documents – including personal files and documents – are owned by Texas A&M University-Kingsville, may be subject to open records requests, and may be accessed in accordance with this policy.

#### Disciplinary Actions

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of Texas A&M University-Kingsville Information Resources access privileges, civil, and criminal prosecution.