



جامعة الأميرة نورة بنت عبدالرحمن  
Princess Nourah Bint Abdulrahman University

# PNU IT Information Asset Acceptable Use Policy

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جامعة الأميرة نورة بنت عبدالرحمن  
Princess Nourah Bint Abdulrahman University

PNU, Saudi Arabia

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## Document Management Information

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## 1- Purpose

The purpose of this policy is to establish rules for acceptable use of information assets Within the PNU.

## 2- Policy Statement

- All users shall make use of PNU's information assets in accordance with the Information Asset Acceptable Use Policy.
- All PNU employees, consultants and third party individuals shall be responsible for the protection of PNU owned assets assigned to them for conducting the required activities.
- PNU information assets and resources shall not be used for any unlawful, unethical or unauthorized purpose.
- Any deliberate attempt to alter, harm or destroy information assets of PNU shall be prohibited. All such acts shall result in initiation of strict disciplinary/ legal action.
- Usage of PNU information assets for personal purpose shall be avoided.
- All data that is created on university systems shall remain the property of PNU.
- All information of PNU including but not limited to customer personal contacts, intellectual property documentation, personal information such as credit card numbers, social security numbers, etc. Shall be used only for authorized business purposes.
- Users shall comply with copyrights and licensing agreements.
  - Copyrights: Software shall not be copied except as permitted by copyright law or a license agreement. Copyright of material copied from any source shall be explicitly attributed to the copyright owner and clearly displayed.
  - Licences: The number of simultaneous users shall not exceed the number of licenses purchased.
  - Rights in content - do not use third party text, images, sounds, trademarks and logos in materials such as emails, documents and web pages without the consent of the rights holder.
- Usage of freeware shall be avoided. If necessary for business, it shall be used only after approval from ISM for safety of usage.
- All software meant for evaluation, shall be used only for the purpose of evaluation and not in production.



- Instant messaging and other similar devices may only be used for university purpose or for approved personal use. Users shall not use Public IM Services for business conversation.
- Users shall comply with PNU's Email Policy while using the corporate e-mail facility.
- Users shall not be permitted to download executable software files, MP3 music files, video files, quick time movie trailers, instant messenger software, games and freeware/ shareware.
- Users shall not post, transmit or view inappropriate material (obscene, profane, lewd, vulgar, rude, inflammatory, harassing, discriminating, threatening or disrespectful) on PNU network, internet or any other PNU resources.
- Users shall not use PNU network or resources for blogging. Use of PNU name or business information in any form on personal blogs shall be strictly prohibited.
- Users shall not register or post their PNU email addresses on internet unless required for university purpose and authorised by functional head.
- Usage of personal removable media shall discouraged; however removable media may be used with laptops for legitimate university purpose, only after ensuring that media is malware free and laptop is adequately protected against accidental infection from the media.
- Unauthorized devices shall not be used within the PNU network.
- PNU respects the privacy of the individuals and also desires to provide a reasonable level of privacy. However, PNU may monitor and audit all its equipment, systems, and network and information assets at any time, with or without prior notice for security, compliance and maintenance purposes.
- At any time and without prior notice, PNU Management shall reserves the right to examine personal file directories and all other information stored inclusive of e-mail on PNU computers.
- For IT security and maintenance purposes, authorized individuals within IT Department may monitor equipment, systems and network traffic at any time (primarily during the Incident Investigation).
- PNU IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
- Unauthorized purpose in relation to use of the electronic mail facility shall include but not be limited to



- Use of the Resources in connection with surveys, contests, chain letters, junk email, spamming, or any duplicative or unsolicited messages.
  - Defame abuse, harass, stalk, threaten or otherwise violate the legal rights of others.
  - Publish, distribute, or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful material.
  - Transmit or upload any material that contains viruses, Trojan horses, worms, time bombs, or any other harmful or deleterious programs.
  - Forwarding or sending messages that have racial or sexual slur, political or religious solicitations, or any other message that is inappropriate and/or has the potential to cause PNU harm or embarrassment.
- Unauthorized purpose in relation to use of Internet resources shall include but not be limited to access of pornographic sites, special interest groups, web sites, internet trading and personal web browsing, personal storage, hacking sites, etc.
  - The employees shall not indulge in unlawful activities such as accessing unauthorized Resources, stealing or misusing a password, hacking, introducing any computer contaminant or computer virus, committing acts, which may disrupt use of the resources, or aiding or abetting any of the above.
  - The employees shall acknowledge that their misuse of the Resources may result in the violation of intellectual property rights of third parties. Employees shall ensure that all proprietary material acquired by them through use of the Resources, have been obtained through valid licenses from the suppliers or proprietors.
  - Employees are not permitted to setup the proxy servers on the Network. All Internet traffic shall be routed through PNU's approved proxy only.
  - Users shall not cite or post any PNU proprietary Confidential Information (directly or indirectly) in their blog sites. Disclosing confidential or proprietary information could negatively impact PNU and may result in regulatory violations for the university.

### 3- Enforcement

- All PNU employees, third parties and third-party consultants shall read and abide by this Policy.
- Any user found in violation to this policy shall be subjected to disciplinary action