



جامعة الأميرة نورة بنت عبد الرحمن  
Princess Nourah Bint Abdulrahman University

# PNU IT Internet Acceptable Use Policy

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Princess Nourah Bint Abdulrahman University

PNU, Saudi Arabia

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## Document Management Information

Document Title : Internet Acceptable Use Policy

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## **1 Purpose**

The purpose of this policy is to establish rules for acceptable use of internet within the PNU.

## **2 Policy Statement**

### **2.1 Acceptable Internet Use**

Use of the internet by employees of PNU is permitted and encouraged where such use supports the goals and objectives of the business.

However, PNU has a policy for the use of the internet whereby employees shall ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the University by their misuse of the internet

### **2.2 Unacceptable Behavior**

In particular the following is deemed unacceptable use or behavior by employees:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license
- hacking into unauthorized areas (LAN/WAN)
- internet gaming and entertainment streaming during business hours
- excessive downloads (ask InfoSec department for the download limitations)



- publishing defamatory and/or knowingly false material about PNU, your colleagues and/or our customers/students on social networking sites, „blogs“ (online journals), „wikis“ and any online publishing format
- revealing confidential information about PNU in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the corporate network
- Using any tool/software to bypass PNU“s security filtering policies (such as open VPNs)

### **2.3 PNU-Owned Information Held On Third-Party Websites**

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of PNU. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

## **3 Monitoring**

PNU accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the PNU's internet-related resources are provided for business purposes. Therefore, the organization maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

## **4 Agreement**

All the employees, contractors or temporary staff who have been granted the right to use the PNU's internet access are required to sign the acknowledgement confirming their understanding and acceptance of this policy.



## **5 Compliance Measurement**

The InfoSec team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner or information Security Manager.

### **Exceptions**

Any exception to the policy shall be approved by the InfoSec team in advance.

### **Non Compliance**

Any user found in violation to this policy shall be subjected to disciplinary action.

## **6 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.



## Acknowledgment

I acknowledge that I have received an electronic copy of the Internet Acceptable Use Policy for Princess Nourah Bint Abdulrahman University (PNU). I understand the terms of this policy and agree to abide by them. I realize that the PNU's security software may record and store for management use the electronic email messages I send and receive, the Internet address of any site that I visit and any network activity in which I transmit or receive any type of file.

I understand that any violation of this policy will be subjected to disciplinary action.

Signature

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Name (Printed)

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Date:

If you have any question regarding this policy or any situation not specifically addressed in this policy, kindly reach to Information security department.

This policy is subject to revision. Information Security Officer will adequately post revisions, but it is the user's responsibility to ensure that his/her use of the computing and communication resources conforms to current policy.