

Internet Usage Policy

1. Intent

The Internet Usage Policy provides staff, students and stakeholders, hereby referred to as 'users', with rules and guidelines about the appropriate use of university equipment, network and internet access.

The policy helps to protect both the university and the users; the users will be aware that browsing certain sites or downloading files are prohibited and that the policy must be adhered to or there could be serious repercussions, which may lead to security, legal, reputation and financial risks for the university as a result of the users negligence.

The policy further aims to implement the University Strategic Plan under Domain One, Strategic Goal 1.3 (Risk Management), and Domain Four, Strategic Goals 4.2 (Information Technology) and 4.4 (Institutional Security)

2. Scope

This Internet Usage Policy applies to all users who have access to computers, any mobile devices and the University Internet service for use in their work and or studies.

Use of the Internet by users are permitted and encouraged where such use supports the goals and objectives of the University. However, access to the Internet through PNGUoT is a privilege and all users must adhere to the policies concerning Computer, Email and Internet usage.

The Internet Usage Policy is an important document that must be signed by all staff and students upon starting work or registration.

3. Definition

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| 3.1 | User/s | in this case, it means staff, student/s and other stakeholders who are deemed to be authorized users of the PNGUoT Internet and email services. |
| 3.2 | Stakeholders | in this case it refers to, temporary staff and visitors that may require temporary usage of the internet and email services of the University if required by their role. |

4. Policy

- 4.1 Violation of these policies could result in disciplinary and or legal action leading up to and including termination of employment and or exclusion from studies. Users may also be held personally liable for damages caused by any violations of this policy. All users are required to acknowledge receipt and confirm that they have read, understood and agree to abide by the rules hereunder.

4.2 Computer, email and internet usage.

- a) Users are expected to use the Internet responsibly and productively. Internet access is limited to job and study related activities only and personal use is not permitted.
- b) Work and study related activities include research and academic tasks that may be found via the Internet that would help in the respective role of staff and studies of students.
- c) All Internet data that is composed, transmitted and/or received by PNGUoT computer systems is considered to belong to PNGUoT and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- d) The equipment, services and technology used to access the Internet are the property of PNGUoT and the university reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- e) 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. The Email Use Policy can be consulted for more information on the usage of the university email service.
- f) All sites and downloads may be monitored and/or blocked by PNGUoT if they are deemed to be harmful and/or not productive to business.

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

- a) Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via PNGUoT email service.
- b) Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- c) Stealing, using, or disclosing another user's password without authorization.
- d) Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- e) Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- f) Hacking into unauthorized websites.
- g) Sending or posting information that is defamatory to the university, its products/services, colleagues and or customers.
- h) Introducing malicious software onto the University's network and or jeopardizing the security of the University's electronic communications systems.
- i) Sending or posting chain letters, solicitations, or advertisements not related to University business purposes or activities.
- j) Passing off personal views as representing those of the university.

4.4 If a user is unsure about what constituted acceptable Internet usage, then he/she should consult his/her supervisor, lecturer or the ICTS Department for further guidance and clarification.

4.5 All terms and conditions as stated in this document are applicable to all users of PNGUoT network and Internet connection. 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 PNGUoT.

4.6 User compliance

I understand and will abide by PNGUoT Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

User Name

Signature

Date

5. Related policy instruments

5.1 Email Use Policy

5.2 ICT Policy

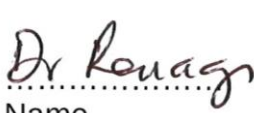
6. Schedules/Appendices

7. Related documents and legislation

7.1 Cybercrime Code Act, 2016

7.2 Whistleblower Act, 2020

8. Approval Details

Policy Sponsor	Acting ICTS Director
Approval Authority	Chairperson - Information and Communication Technology Policy Advisory Committee (ICTPAC).  Name  Signature 10.11.20 Date
Date for next Major Review	November 2023

9. Revision History

Version	Approval date	Implementation date	Details	Author
ICTS_IUP02	10/11/2020	10/11/2020	Minor amendment;	Mr Bill Tomon

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