

<b>Information Resource Security Standard Administrative Procedures</b> 29.01.99.K1.080 <b>Internet Usage Standard Administrative Procedure</b>	04/01/2004 - Effective 04/23/2013 - Revised iTech - Author
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## Internet Usage Procedure

### Introduction

Computers, networks, and electronic information systems at Texas A&M University-Kingsville (TAMUK) are essential resources for accomplishing the University'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 procedure is to establish rules to ensure that usage of the internet complies with University procedure, to protect the University against damaging legal consequences, and to educate the individuals who may use the internet about their responsibilities associated with such use.

### Audience

This procedure applies to individuals granted access to any TAMUK Information Resource with the capacity to access the Internet.

### Internet Usage Procedure

1. All software used to access the Internet must be part of the iTech standard software suite.
2. All files downloaded from the Internet must be scanned for viruses using the approved iTech distributed software suite and current virus detection software.
3. Users must not access sites that do not comply with the Acceptable Use Procedure.
  - a. Certain categories of Internet traffic and websites may be blocked to protect the University or to comply with federal or state laws.
4. All user activity on TAMUK Information Resources is subject to logging and review.
5. Content on all University websites must comply with the Acceptable Use Procedure.
  - a. Criminal and illegal use may involve unauthorized access, intentional corruption or misuse of computing resources, theft, obscenity, child pornography and racial, ethnic, religious or sexual harassment.
6. No personal commercial advertising may be made available via University websites.
7. No critical or sensitive data will be made available via University websites without ensuring that the material is available to only authorized individuals or groups.
8. Internet access may not be used for personal gain or non-university solicitations.
9. Critical or sensitive material transmitted over external network(s) must be encrypted.

### Incidental Use

1. Incidental personal use of Internet access is restricted to University approved users; it does not extend to family members or other acquaintances.
2. Incidental use must not result in direct costs to the University.
3. Incidental use must not interfere with the normal performance of an employee's work duties.
4. Incidental use must not impede University operations.

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5. No files or documents may be sent or received that may cause legal liability for, or embarrassment to, the University.

### **Disciplinary Actions**

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Violation of this procedure may result in disciplinary action up to and including 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 TAMUK Information Resources access privileges, civil, and criminal prosecution.

### **References**

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1. Copyright Act of 1976
2. Computer Fraud and Abuse Act of 1986
3. Computer Security Act of 1987
4. DIR Practices for Protecting Information Resources Assets
5. DIR Standards Review and Recommendations Publications
6. Foreign Corrupt Practices Act of 1977
7. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
8. IRM Act, 2054.075(b)
9. The State of Texas Information Act
10. The State of Texas Penal Code, Chapters 33 and 33A
11. Texas Administrative Code, Chapter 202
12. Texas A&M University-Kingsville Procedure 29.01.03.K1.010
13. Texas A&M University-Kingsville Procedure 29.01.04.K1.010
14. Texas Government Code, Section 441