



*Inter American University of Puerto Rico*

## **RULES AND PROCEDURES FOR THE USE AND MANAGEMENT OF THE INTERNET**

### **NORMATIVE DOCUMENT I-0911-01SR**

#### **Introduction**

The University provides the University community with access to the World Wide Web, library systems, distance learning materials and online courses for the conduct of academic and research activities carried out by students, faculty, and administrative employees, according to the

#### **I. Legal base**

These policies and procedures are established pursuant to the authority vested in the President of the University by the Board of Trustees in the University's Bylaws and are based on the policy set forth by the Board of Trustees in the document *Institutional Guidelines and Standards for the Appropriate Use of Information Technology, Computer Information Systems and Telecommunications* in the *Regulation of the Inter American University of Puerto Rico on the Student and Alumni Directory*; in the document in the *Regulations for the Administration of Documents* and in the *Rules on Confidentiality of Information*.

These policies and procedures are further established in harmony with applicable international, federal, and state laws governing privacy and confidentiality of information, including the Electronic Communications Privacy Act of 1986, the FERPA Act of 1974 (as amended), 20 U.S.C. 1232g, and the regulations established under 34 C.F.R. Part 99, among others.

#### **II. Purpose**

The purpose of this document is to establish the rules and procedures for the use and management of the Internet through the University's network and to establish rules to limit its use exclusively for academic and administrative purposes.

*President's Office*

### III. Scope

These rules and procedures shall apply to any user who uses the University's network to connect to the Internet.

### IV. Definitions

For purposes of this document, the following terms shall have the meaning indicated below:

- 4.1 Bandwidth - the amount of information or data that can be sent over a network connection in a given period of time. Bandwidth is usually stated in "bytes" per second (BPS), "kilobytes" per second (kbps), or "megabytes" per second (mbps).
- 4.2 University Community - the members of the Board of Trustees, faculty, non-teaching employees, students and contractors who provide services to the University.
- 4.3 Chief Executive Officer - the President of the University, the Chancellor of each Campus, the Dean of the School of Law, and the Dean of the School of Optometry.
- 4.4 "Firewall - system or group of systems that establishes a common security policy for the private network and the Internet, determining which network services can be accessed by internal or external users.
- 4.5 Internet - a decentralized set of interconnected physical communication networks that function as a logical network with global reach.
- 4.6 Board of Trustees - the Board of Trustees of the Inter American University of Puerto Rico, Inc.
- 4.7 License - permission to use an application or system.
- 4.8 Electronic material - information stored digitally on any electronic means.
- 4.9 Internet site - a source of information that can be located anywhere in the world and is accessible through an Internet browser.
- 4.10 President - the president of the Inter American University of Puerto Rico, Inc.

- 4.11 Commercial software - computerized applications or systems that can be purchased over the Internet and other media.
- 4.12 Advertising - promotional or marketing material that is sent by e-mail over the Internet to multiple users. Often sent automatically in programs designed for this purpose.
- 4.13 Networks - a group of computers connected to each other, physically or logically.
- 4.14 Social network - online community of people who share similar interests. Allows you to easily share information with people around the world.
- 4.15 Units - refers to the academic units and the Central Office of the University.
- 4.16 University or Institution - the Inter American University of Puerto Rico, Inc.
- 4.17 Virus - a program designed for the purpose of doing damage to the computer and applications where it is installed. It is designed so that it can go unnoticed when a user installs or opens certain programs on his computer, having the ability to install itself and create the damage it was designed to do A virus can be activated from certain pages on the Internet or by downloading files from the Internet.

In addition, the applicable definitions from the following document are adopted *rules on confidentiality of information*.

## V. Standards

- 5.1 All members of the University community who use the University's technological resources must comply with the provisions of the policy document *Institutional Guidelines and Standards for the Appropriate Use of Information Technology, Computer Information Systems and Telecommunications* and be familiar with the standards established in other related institutional policy documents.
- 5.2 The use of social networking portals will be limited to administrative employees, for example: Facebook, Messenger, MySpace, Tagged, among others, during working hours, unless the nature of their work requires it and is authorized by the Office Manager and the Chief Executive using the Internet Access Control Form **Internet Access Control Form**.

- 5.3 Accessing or transmitting material in violation of any law or regulation of the University, local or federal government is prohibited.
- 5.4 Any request to limit access to the Internet must be authorized by the Director of the Office and the Chief Executive Officer.

## **VI. Responsibilities**

- 6.1 The president and chief executives of the academic units or their designees shall be responsible for:
  - 6.1.1 Establish the priority of the services available on the Internet according to the demand and bandwidth capacity of the unit.
  - 6.1.2 Establish the sanctions that may be imposed for misuse of the Internet in your unit.
  - 6.1.3 Establish the frequency of Internet usage monitoring.
- 6.2 The directors of computing and telecommunications will have the responsibility of:
  - 6.2.1 Procure and maintain the necessary technological resources for adequate access to the Internet.
- 6.3 Office managers will be responsible for:
  - 6.3.1 Ensure that the users under their supervision use the Internet services in accordance with institutional regulations and respecting the legal norms in force.
  - 6.3.2 Once the request to limit Internet use is approved, office, department or division managers will notify employees of the action taken.
  - 6.3.3 The office, department or division director will initiate the process of completing and approving the Internet Access Control Form for users.

## **VII. Internet usage monitoring**

- 7.1 The IT and telecommunications center of each unit will conduct monitoring at the frequency established by the chief executive of that unit to ensure that the unit is complying with the *Guidelines and Institutional Standards for the Appropriate Use of Information Technology*,

*computerized information systems and telecommunications* and other applicable regulations.

7.2 Internet users authorized by the chief executive or his delegate, when available, will be monitored:

7.2.1 Legal requirements.

7.2.2 Suspicion of violation of the Institution's internal policy.

7.2.3 Emergency circumstances, where failure to act could have serious repercussions on the general service to the university community.

## **VIII. Disciplinary actions**

8.1 When it is determined that there has been a violation of the provisions of *Guidelines and Institutional Standards for the Appropriate Use of Information Technology, Computerized Information Systems and Telecommunications* or the provisions of other institutional documents, the necessary corrective and disciplinary measures will be applied according to the seriousness of the infraction and in accordance with the standards established in official documents.

8.2 When the user is not a regular employee of the University, the chief executive of the unit or his or her designee will receive appropriate advice to determine the action to be taken.

## **IX. Separability**

If any part or section of this document is declared null and void by a competent authority, such decision shall not affect the remaining parts.

## **X. Repeal or amendment**

This document supersedes policy document 1-0911-015 and any other guidelines in conflict herewith and may be amended or repealed by the President of the University.

## **XI. Validity**

These policies and procedures shall be effective immediately upon approval and signature by the president.

## XII. Approval

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Manuel J. Fernós, Ledo.  
Chairman

\_\_\_\_\_  
Date (D-M-Y)

Annex: Internet Access Control

Inter American University of Puerto Rico  
 Center for Information Technology and  
 Telecommunications

**Access Control to the  
 INTERNET**

1. Date of Application	
Username	
3. Identification Number	
User Position	
5. Office or Department	
6. Action Requested: <input type="checkbox"/> Login <input type="checkbox"/> Block	
Management or Service:	
Justification:	
<input type="checkbox"/> Login <input type="checkbox"/> Block                      -   Management or Service:	
Justification:	
<p>Computerized Information and Telecommunications. The University has available on its WEB SITE all the normative documents, with the issues, classified into two categories. One for public use, which can be accessed through <a href="http://documents.inter.edu">http://documents.inter.edu</a> and another for use by employees of the University, under the category of restricted, which is accessed through Inter Web. I promise to comply with the Policies, Norms, and Procedures established by the University and by the Units. It also applies to Temporary Personnel, Study and Work Personnel, or consultant.</p>	
8. Signature of Applicant	
Name of Director Office or Department	
10. Director's signature Office or Department	
11. Name of Chief Executive	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Signature of the Chief Executive	
<b>USE OF THE COMPUTER AND TELECOMMUNICATIONS                  CENTER AND TELECOMMUNICATIONS</b>	
Processed by:	Date:
Observations:	
Instructions:	

