



Internet Usage Policy for University Employees

[Revised on October 08, 2007]

1. The University provides Internet access to employees for their use to transact University business. Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others.
2. Authorized employees may access the Internet for their own personal use, during hours that are outside of the normal work day. Typically this would be before 8:30 am and after 4:30 pm, Monday through Friday, plus weekends, when the volume of Internet traffic will be significantly reduced.
3. The University may choose to restrict access to various Internet sites. Absent specific blocking of a site, employees are expected to refrain from accessing sites which would be considered offensive by university standards, except where such access is necessary for the execution of University business.
4. While the University does not routinely monitor individual Internet usage, it is able and reserves the right to monitor/ or log all Internet activity of employees without any notice.
5. Employees that access the Internet must be aware that a visit to any pornographic site will be investigated in the first instance. The Director IT will report to the Registrar for necessary action on the outcome of such investigation.
6. Violation of this policy may lead to withdrawal or suspension of right to use IUBnet privileges, and necessary disciplinary action may be taken against defaulter as per laws and regulations in vogue.
7. The University reserves the right to change this policy at anytime, with such prior notice, if any, as may be reasonable under the circumstances.
8. No one shall receive authorized access to the Internet until he or she has received, reviewed, and agreed, in writing, to comply with this policy.

I have read, understood, and agree to comply with the above policy.

Employee's Name: _____

Designation: _____

Department: _____

Date: _____ Signature: _____