



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 2, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-58
Delivered via Campus Email

To: All Employees

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Internet Acceptable Use Procedures and Guidelines

Prairie View A&M University (PVAMU) provides its users with robust, high-speed Internet access and electronic communications services as required for the performance and fulfillment of job responsibilities. However, there are expectations for acceptable use of these services. It is the intent of this memorandum to communicate the requirement of users to understand that this access is for the purpose of enhancing education and/or effectively increasing productivity and efficiencies in the performance of your job. Users must also understand that any connection to the Internet could potentially offer an opportunity for non-authorized users to view or access University information. Therefore, it is extremely important that adherence to good security practices is consistently practiced particularly when working with sensitive information such as student records, personnel records, or any other University information that could be considered security sensitive. Bearing in mind the significance of the following procedures and guidelines, it is important that all connections be secure, controlled, and monitored.

To this end, users at PVAMU should have no expectation of unadulterated privacy while using University-owned or University-leased equipment. Information passing through or stored on University equipment can be monitored as required. Users should also understand that PVAMU maintains the right to monitor and review Internet use and email communications.

Permitted Use

The Internet connection and email system of PVAMU is for University use. Users may send and receive email attachments that do not exceed 10MB in size, provided that all attachments are scanned before they are opened by PVAMU's chosen antivirus software (McAfee Virus Scan).

Users must observe professional, ethical guidelines and any University procedures and guidelines as well as federal or state applicable laws when sending and/or receiving messages for University or non-University purposes.

Occasional and reasonable personal use is permitted. Provided that this does not interfere with the performance of work duties and responsibilities.

Prohibited Use

Users shall not use PVAMU Internet or email services to view, download, save, receive, or send material related to or including:

- Offensive content of any kind, including distasteful language, sexual harassment, ethnic profiling, religious connotations, pornographic material and any other content that could be deemed offensive
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability
- Threatening or violent behavior
- Illegal activities
- Commercial messages
- Messages of a religious, political, or racial nature
- Gambling of any form or type
- Sports, entertainment, and job information and/or sites
- Personal financial gain
- Forwarding email chain letters
- Spamming email accounts from PVAMU email services or University machines
- Material protected under copyright laws – includes many MP3 and movie (DVD and other) entertainment files
- Sending unprotected University-sensitive information by email or over the Internet
- Dispersing confidential University information to PVAMU students, employees, business associates or anyone outside the University without authorization
- Opening files received from the Internet without performing a virus scan
- Tampering with University credentials in order to misrepresent yourself and the University to others

Responsibilities

PVAMU users are responsible for:

- Honoring acceptable use policies of networks accessed through PVAMU Internet and email services
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations
- Following copyright laws regarding protected commercial software or intellectual property effective use of PVAMU's network resources
- Using logical, professional, ethical, University policy and other applicable laws, guidelines and procedures to maintain the security of sensitive information
- Not overloading networks with excessive data or wasting PVAMU other technical resources

Violations

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, that user may receive a University initiated reprimand and his or her future use may be closely monitored. If a gross violation has occurred, the University will take immediate action. Such action may result in losing Internet and/or email privileges, severe reprimand, or termination of employment at PVAMU.

We very much appreciate your cooperation as these procedures and guidelines fundamental to our secure business operations and will benefit all University employees. Questions about this issue should be addressed to Mary Lee Hodge via email at mlhodge@pvamu.edu or to X2150.

xc: Dr. George C. Wright