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# Internet Access Policy

## Acceptable internet use policy

Use of the internet by employees of Najran University is permitted and encouraged where such use supports the goals and objectives of the business.

However, Najran University has a policy for the use of the internet whereby employees must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the University by their misuse of the internet

## Unacceptable behavior

In particular the following is deemed unacceptable use or behavior by employees:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license
- hacking into unauthorized areas
- revealing confidential information about Najran University in a personal online posting, upload or transmission - including financial information and information relating to business plans, policies, staff and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources introducing any form of malicious software into the corporate network

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## Monitoring

Najran University accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the university.

Therefore, the University maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited.

## Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the University's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

## Agreement

All University employees, contractors or temporary staff who have been granted the right to use the University's internet access are required to understand and agree on the internet policy.

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## Users *Freedom and Limitations*

Freedom and Limitations are based on the categories of internet browsing and applications

| Category / Website | Allow | Deny |
|---|:---:|:---:|
| Abortion | | ✔ |
| Adult/Mature Content | | ✔ |
| Alcohol | | ✔ |
| Alternatively Sexuality / Lifestyle | | ✔ |
| Alternatively Spirituality / Belief | | ✔ |
| Art / Culture | ✔ | |
| Auctions | ✔ | |
| Audio / Video Clips | ✔ | |
| Blogs / Personal Pages | ✔ | |
| Brokerage / Trading | ✔ | |
| Business / Economy | ✔ | |
| Charitable Organizations | ✔ | |
| Chat / Instant Messaging | ✔ | |
| Computers / Internet | ✔ | |
| Content Servers | ✔ | |
| Education | ✔ | |
| Email | ✔ | |
| Entertainment | ✔ | |
| Extreme | | ✔ |
| Financial Services | ✔ | |
| For Kids | ✔ | |
| Gambling | | ✔ |
| Games | | ✔ |
| Government / Legal | ✔ | |
| Greeting Cards | ✔ | |

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| | | |
|---|---|---|
| Hacking | | ✓ |
| Health | ✓ | |
| Humor / Jokes | ✓ | |
| Illegal Drugs | | ✓ |
| Illegal / Questionable | | ✓ |
| Internet Telephony | ✓ | |
| Intimate Apparel / Swimsuit | | ✓ |
| Job Search / Careers | ✓ | |
| LGBT | | ✓ |
| Media Sharing | ✓ | |
| Military | | ✓ |
| News / Media | ✓ | |
| Newsgroup / Forums | ✓ | |
| Non-Viewable | ✓ | |
| Nudity | | ✓ |
| Online Meetings | ✓ | |
| Online Storage | ✓ | |
| Open / Mixed Content | ✓ | |
| Pay to surf | | ✓ |
| Peer-to-peer (P2P) | | ✓ |
| Personals / Dating | ✓ | |
| Phishing | | ✓ |
| Placeholders | | ✓ |
| Political / Activists Groups | ✓ | |
| Pornography | | ✓ |
| Potentially Unwanted Software | | ✓ |
| Proxy Avoidance | | ✓ |
| Radio / Audio Streams | ✓ | |
| Real Estate | ✓ | |
| Reference | ✓ | |
| Religion | ✓ | |
| Remote Access Tools | | ✓ |

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| | | |
|---|---|---|
| Restaurants / Dining / Food | ✓ | |
| Search Engines / Portals | ✓ | |
| Sex Education | | ✓ |
| Shopping | ✓ | |
| Social Networking | ✓ | |
| Society / Daily Living | ✓ | |
| Software Downloads | ✓ | |
| Sports / Recreation | ✓ | |
| Spyware effects / Privacy Concerns | | ✓ |
| Spyware / Malware Sources | | ✓ |
| Suspicious | | ✓ |
| TV / Video Streams | ✓ | |
| Tobacco | | ✓ |
| Translation | ✓ | |
| Travel | ✓ | |
| Vehicles | ✓ | |
| Violence / Hate / Racism | | ✓ |
| Weapons | | ✓ |
| Web Advertisements | ✓ | |
| Web Applications | ✓ | |
| Web Hosting | ✓ | |