



**THE UNIVERSITY OF TRINIDAD AND TOBAGO**

**CORPORATE/FISCAL POLICIES**

**Policy Ref. No. CORP 16**

**Policy: ICT INTERNET USAGE POLICY**

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**ICT INTERNET USAGE POLICY**

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**Approved by: The Board of Governors**  
**Date approved: June 18<sup>th</sup>, 2020**

**Authorised by: The Board of Governors**

**Effective date:**  
**June 18<sup>th</sup>, 2020**

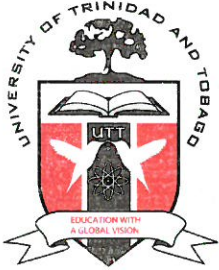
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### POLICY DATA SUMMARY

**Policy Name** : ICT Internet Usage Policy  
**Policy Reference Number:** CORP 16  
**Total number of Pages** : Four (4)  
**Administrative Owner** : Vice President, Corporate Operations

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### 1.0 PURPOSE OF THE POLICY

UTT participates in a global, generally insecure network referred to as the internet. The university is highly dependent on this critical resource for the successful fulfillment of its mandate. All members of the university's corporate, academic and research communities are therefore granted access to use the internet via UTT provided internet gateways in order to facilitate their business requirements. This policy defines the rules and guidelines for access and use of the Internet intended to:

- establish appropriate processes governing the use of the internet thereby protecting UTT against any damaging or legal consequences; and
- educate all internet users of their responsibilities with regard to internet usage.

### 2.0 THE POLICY STATEMENT

Internet access is provided to all university stakeholders in support of their instructional, research, and administrative activities. UTT highly values its reputation as a responsible and premier institution of teaching, learning and research. Therefore, it does not condone the use of its internet resources to access and propagate any activity UTT considers inappropriate and not congruent with its business objectives, including, but not limited to:

- i. downloading or transmission of fraudulent, threatening, obscene, intimidating, defamatory, harassing or discriminatory messages or images that the university considers inconsistent with its mandate or illegal;
- ii. internet usage that negatively impacts the normal operations of the university or the performance of the duties of other users;
- iii. intentionally denying access to or interfering with any network resources, including spamming, jamming and crashing any computer;

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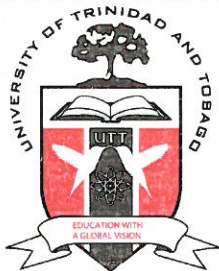
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- iv. the download and/or installation of computer software, programmes, or any other executable file contrary to the university's Software Installation and Licensing Policy;
- v. using the internet to attempt to deceive or in any way misrepresent or impersonate someone else;
- vi. conducting commercial activity not approved by the President, his/her authorised designate or other lawfully authorised approval authority;
- vii. using the internet for any purpose, which the university deems damaging to its reputation as a responsible and premier institution of learning and research;
- viii. distribution of proprietary information on the internet unless duly approved; and
- ix. altering the configuration of applications/systems or installing applications in an attempt to circumvent existing internet security systems.

UTT reserves the right to monitor, log, filter, prioritize, limit and report on all internet activities, as required, where such connections originate from a UTT-owned and operated internet service.

The university views unacceptable use of its ICT resources as a very serious offence. Persons deemed to have violated this policy may be subject to any disciplinary action considered appropriate by the university.

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