Policy Title	Internet Use Policy
Responsible AIU Office **(Higher Management/Directorate)**	Chief Information Officer (CIO)
Policy Owner **(Executive Department/Office)**	Information Technology Department – Network Department Information Security Office (ISO) System Administrator
Pertinent Dates	Created 12-03-2022

I.   SCOPE OF POLICY

The policy applies to the use of the Internet via Alamein International University's computers or Internet services. When using the Internet via the Alamein International University's computers or Internet services, users must follow the rules of this policy. Remember that the "Internet" includes e-mail, chat rooms, the World Wide Web, instant messaging, and other forms of communication accessed via the Internet.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value. Alamein International University has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious user may discover controversial information. Alamein International University firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the university. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that users may become aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

II.   DEFINITIONS

- Users: Any staff, student, visitor, contractor, or vendor provided access to Alamein International University's network resources.
- Vandalism: any malicious attempt to harm, modify, and destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses or intentionally disrupting network traffic or crashing the network and connected systems.
- Harassment: the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail, Trojan horses, logic bombs, trapdoors, backdoors, viruses and worms.

![AIU ALALAMEIN INTERNATIONAL UNIVERSITY logo]

III.   POLICY STATEMENT

Access to Alamein International University owned or operated Information Technology Resources imposes certain responsibilities on users and is granted subject to Alamein International University policies and applicable laws. Appropriate use should always be legal, ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. All use of these services should demonstrate respect for intellectual property, data ownership, system security, and individuals' rights to privacy and to be free from intimidation, harassment, and unwarranted annoyance.

IV.   RESPONSIBILITIES

- Staff
Internet services are available for university staff to conduct and communicate University business. Incidental personal use is allowed with the understanding that the primary use be job-related, and that occasional use does not adversely impact work responsibilities or the performance of the network.

Internet services are provided only while a user is employed by the University and once a user's electronic services are terminated, employees will no longer have access.

Staff users are advised that electronic data (and communications using the University network for transmission or storage) may be reviewed and/or accessed by authorized University officials for purposes related to university business. Alamein International University has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.

- Students
Internet services are available for students to support learning and for communication by and between the University and themselves. The services are provided only while a student is enrolled in the University and once a student's electronic services are terminated, students will no longer have access.

Student users are advised that electronic data (and communications using the University network for transmission or storage) may be reviewed and/or accessed in accordance Alamein International University 's Acceptable Use Policy. Alamein International University has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.

- Alumni and Others
Individuals with special relationships with Alamein International University, such as alumni or official visitors, who are neither employed nor enrolled at Alamein International University, may be granted limited Internet access privileges, commensurate with the nature of their special relationship. Alamein International University is free to discontinue these privileges at any time.

V.   POLICY STANDARDS AND PROCEDURES

- Acceptable Use
Acceptable use of the Alamein International University's Information Technology Resources by authorized users includes usage for academic, educational or professional purposes that are directly related to official University business and in support of the University's Mission.

- Unacceptable Use
Unacceptable uses of the University's Information Technology Resources, which shall amount to a violation of this policy, shall include, but not be limited to, the following:
  – For any illegal act, including violation of any criminal or civil laws or regulations.
  – For any political purpose.
  – For any commercial purpose.
  – To send threatening or harassing messages of any type.
  – To access, share or download inappropriate or obscene material.
  – To infringe any intellectual property rights.
  – To gain, or attempt to gain, unauthorized access to any computer or network.
  – For any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs.
  – To intercept communications intended for other persons.
  – To misrepresent either the University or a person's role at the University.
  – To distribute chain letters.
  – To libel or defame any person.

- Privilege
The use of Internet is a privilege, not a right; it is to be used for academic purposes only. Inappropriate use, including any violation of these conditions and rules, **may result in cancellation of the privilege**, **as well as possible civil and/or criminal sanctions. The account holder or user is solely responsible for any and all materials viewed, stored, or transmitted from Alamein International University based computers**. Alamein International University expects, however, that all account holders or users will comply with all University rules and regulations related to Internet use, as well as applicable laws. If Alamein International University, however, receives notice of a violation of its rules, and/or law, Alamein International University reserves the right to deny, revoke, suspend, or close any user account. Further, no account holder or user should have an expectation of privacy over e-mail transmissions and the University reserves the right to block any "mass" e-mail transmissions.

- Security
Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his/her password. Users should also protect their passwords to ensure system security and their privileges and ability to continue use of the system. Attempts to log on to the Internet with other than a user's own account will result in cancellation of user privileges. If a user feels he or she can identify a security problem on the Internet, he or she must notify a system administrator.

- Vandalism and Harassment
Vandalism and harassment may result in cancellation of user privileges.

- Monitoring
Alamein International University reserves the right to review any material on user accounts and to monitor file server space. The system administrator has the right to restrict or terminate network and Internet access at any time for cause. The system administrator further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the network.

- No Warranties
Alamein International University makes no warranties of any kind, whether express or implied, for the service it is providing. Alamein International University will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, misdeliveries, or service interruptions cause by Alamein International University negligence or by the user's errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. Alamein International University specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

- Procedures for Use
Student users must sign-in legibly on the appropriate log each time they use the network. Users shall not play games or use the computer resources for other non-academic activities.

- Encounter of Controversial Material
On the Internet it is impossible to control the content of data and a user may discover controversial materials. If you feel you are being harassed or the system is being used in an inappropriate manner, it is your responsibility to notify the systems administrator. Alamein International University shall not be held liable for any decision to restrict or regulate access to Internet materials nor for the student's encounters, access, or use of any inappropriate or controversial material.

- Network Etiquette
All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
− Do not reveal your personal address or phone numbers of students or colleagues.
− Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and may result in the loss of user privileges.
− Do not use the Internet in such a way that you would disrupt the use of the network by other users.
− All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network.

- Violations
Violations of this policy may result in disciplinary action, up to and including dismissal. Further, a user who violates this policy may be subject to civil and/or criminal liability for violating laws. Further, intentional or unintentional misuse of this service by an account holder or user may result in a violation of civil and/or criminal statutes.

VI.   **FORMS/INSTRUCTIONS (if applicable)**

N/A

VII.   **APPENDICES (if applicable)**

N/A

VIII.   **RELATED POLICIES**

- Acceptable Use of Technology Resources Policy
- Personal Credentials Creation and Management Policy
- Email Communication Policy
- Access Control Policy

- Remote Access Management Policy
- University Network Use Policy

VIV. CONTACT INFORMATION

- Information Security Office (ISO) iso@aiu.edu.eg

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.