



الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري
Arab Academy for Science, Technology & Maritime Transport

AASTMT Internet Use Policy

Classification	Information Security
Version	1.0
Status	Not Active
Prepared Department	Computer Networks and Data Center
Approved Authority	AASTMT Presidency
Release Date	19/4/2015
Effective Date	19/4/2015

Overview

Internet usage is granted for the purpose of supporting business activities necessary to carry out job functions. All users must follow the corporate principles regarding resource usage and exercise good judgment in using the Internet. Access to the Internet by personnel inconsistent with business needs results in the misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. Additionally, AASTMT may face loss of reputation and possible legal action through other types of misuse

Purpose

The purpose of this policy is to ensure the proper use of Internet connectivity in AASTMT premises and make sure users are aware of what AASTMT deems as acceptable and unacceptable use of its internet connectivity to improve production. AASTMT reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

Scope

This policy applies to any personnel using internet connectivity within AASTMT premises. It covers connectivity via all devices connecting to the internet.



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Policy

Acceptable use of the internet by employees includes, but is not limited to:

- ✓ AASTMT employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- ✓ AASTMT reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- ✓ All sites and downloads may be monitored and/or blocked by AASTMT if they are deemed to be harmful and/or not productive to business.

Unacceptable use of the internet by employees includes, but is not limited to:

- ✓ Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- ✓ Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs using AASTMT internet or email services.
- ✓ Postings by employees from an AASTMT email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of AASTMT, unless posting is in the course of business duties.
- ✓ Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- ✓ Stealing, using, or disclosing someone else's password without authorization.
- ✓ Sharing confidential material, trade secrets, work related info technical information, software or technology is illegal.
- ✓ Hacking into unauthorized websites.
- ✓ Introducing malicious software onto the AASTMT network and/or jeopardizing the security of the AASTMT electronic communications systems.
- ✓ AASTMT is not responsible for any of visited sites, their content or their privacy policies. CNDC and its staff do not endorse nor make any representations about



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these sites, or any information, software or other products or materials found there, or any results that may be obtained from using them.

- ✓ AASTMT employees are responsible for ensuring that any accessed material does not infringe the laws governing, but not exhaustively covering, copyright, trademarks, pornography, or any other material which is slanderous, defamatory or might cause offence in any other way.
- ✓ Deliberate pointing or hyper-linking of AASTMT Web sites to other Internet/WWW sites whose content may be inconsistent with or in violation of the aims or policies of the AASTMT.
- ✓ Any form of gambling.
- ✓ Playing online games.
- ✓ Online purchasing with stolen credit cards.

Monitoring

For your safety and the safety of AASTMT network and information, all internet activities are automatically scanned and monitored by administrative privileges and by many levels. AASTMT has the capability and reserves the right to access, review, and disable any connections for any purpose. AASTMT may monitor connections without prior notice. AASTMT is not obliged to monitor all connections.

Enforcement

Beyond this security policy you should make sure you have a solid understanding of other AASTMT security policies and roles. Any person found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Revision History

Null.



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Related Policies

- ✓ AASTMT Acceptable Use Policy.
- ✓ AASTMT Email Use Policy.
- ✓ AASTMT Internet Use Policy.
- ✓ AASTMT User ID and Password Policy.
- ✓ AASTMT VPN Policy.