


**UNIVERSITY OF PUERTO RICO**  
**BOARD OF TRUSTEES**      **DEPARTAMENTO DE ESTADO**

Núm. Reglamento      **7471**

Fecha Rad: **5 de marzo de 2008**

Aprobado: Hon. Fernando J. Bonilla  
Secretario de Estado

Por:   
Francisco José Martín Caso  
Secretario Auxiliar de Servicios

**System-Wide Policy for the Acceptable Use of Information Technology Resources  
Throughout the University of Puerto Rico  
• Certification No. 35 (2007-2008)**



BOARD OF TRUSTEES  
UNIVERSITY OF PUERTO RICO

CERTIFICATION NUMBER 35  
2007-2008

I, Salvador Antonetti Zequeira, Secretary of the Board of Trustees of the University of Puerto Rico, DO HEREBY CERTIFY THAT:

The Board of Trustees, in its regular meeting held on February 16th, 2008, approved the following:

**WHEREAS:** On December 15<sup>th</sup>, 2007, by Certification No. 25 (2007-2008), the Board of Trustees proposed the approval of a new *System-Wide Policy for the Acceptable Use of Information Technology Resources Throughout the University of Puerto Rico* with the purpose of redefining the current rules, to allow for the better use of the technological resources in a safe environment, to facilitate and promote the efficient and effective use of existing and new technologies, to allow the adoption of security and privacy measures by the user, to provide access to the modern resources available in contemporary universities and to promote the institutional objectives in a more useful and efficient way, as indicated in the enclosed documents which contain the Spanish and English texts of the new policy, which are an integral part of this certification; providing also, that on the date of effectiveness of the new policy, the current policy adopted with Certification No. 72 (1999-2000) of this board shall be without effect; and

**WHEREAS:** In accordance with the Uniform Administrative Procedures Act of the Commonwealth of Puerto Rico, Law No. 170 of August 12<sup>th</sup>, 1988, as amended, the Board published on December 21<sup>st</sup>, 2007 a public notice in a general circulation newspaper in Puerto Rico about the proposed action, and gave opportunity to submit commentaries in writing during a term of no less than thirty (30) days, commencing on the date of publication of the notice; and

**WHEREAS:** The Board of Trustees, within said term and before making a definitive determination about the adoption of said new policy, received some commentaries on the matter, took them into consideration and accepted to incorporate various recommendations which improved the proposed policy; and now,



**THEREFORE:** In virtue of the aforementioned, the Board of Trustees resolved:

1. To approve the *System-Wide Policy for the Acceptable Use of Information Technology Resources Throughout the University of Puerto Rico*, as indicated in the enclosed documents that contain the Spanish and English texts of the new policy, which are an integral part of this certification; and to provide that on the date of effectiveness of the new policy the current policy approved by Certification No. 72 (1999-2000) shall be without effect;
2. To determine that the aforementioned policy be filed for registration at the State Department of the Commonwealth of Puerto Rico, in accordance with the above mentioned Uniform Administrative Procedures Act;
3. To provide that this policy shall be in effect in thirty days (30) after its filing at the Department of State.

Issued under the seal of the University of Puerto Rico, this 19th day of February 2008.



  
Salvador Antonetti Zequeira  
Secretary

*System-Wide Policy for the Acceptable Use of Information Technology Resources  
throughout the University of Puerto Rico*

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**SYSTEM-WIDE POLICY FOR THE ACCEPTABLE USE OF  
INFORMATION TECHNOLOGY RESOURCES  
THROUGHOUT THE UNIVERSITY OF PUERTO RICO**

*Approved by the Board of Trustees,  
Certificate No. 35 (2007-2008)*

**I. SCOPE**

This Policy applies to all users of the University of Puerto Rico's ("the University") Information Technology (IT), including but not limited to students, faculty, researchers, and staff. Third parties who use any part of the University's Information Technology, such as contractors, outside vendors, consultants, or visitors, are also subject to this Policy, including when they connect proprietary equipment to the University network or install proprietary software on University computers. Unawareness of the existence of this Policy, or of any part of this Policy, does not excuse users from its compliance.

**II. LEGAL BASIS**

This system-wide policy and procedure is formulated in compliance with all applicable dispositions of the University of Puerto Rico Act, Law No. 1 of January 20, 1966, as amended, and the General Regulation of the University of Puerto Rico.

**III. OBJECTIVES**

The purpose of this policy is to define a normative framework that enables members of the University community to make the best use of technology resources in a secure environment that promotes the University's objectives of transmitting and increasing knowledge through instruction, research, and service outreach. Specifically, this Policy aims to achieve the following:

- A. Safeguard the integrity of computers, computer-related equipments, networks, systems, programs, and data, regardless of whether or not these are located on University grounds;
- B. Ensure that use of electronic communications complies with applicable University, Commonwealth, federal and international laws, policies, norms, and procedures;
- C. Protect the University against damaging security and legal consequences.

**IV. ASSUMPTION OF ALTERNATE GENDER**

All titles, positions, and functions within this Policy are non gender-specific, for they may refer to or be occupied or exercised by male or female persons, indiscriminately.

**V. POLICY STATEMENT**

Computers, networks (including wireless networks), and electronic information systems are essential resources for accomplishing the University of Puerto Rico's mission of instruction, research, and service outreach. The University grants members of the University community shared access to these resources - as well as to local, national, and

international sources of information - in support of accomplishing the University's mission. These resources are a valuable community asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate educational, research, service, and other institutional activities. Users are required to use IT resources effectively, efficiently, and responsibly; in a manner that does not affect the quality, timeliness, or delivery of a person's work to the University nor hamper the rest of the community's ability to conduct their work for the University.

Freedom of expression and an open environment for learning and sharing information are valued, encouraged, supported, and protected at the University of Puerto Rico. Censorship is incompatible with the goals of an institution of higher education. Research and instruction take many forms. Therefore, information accessible from available electronic sources may not be restricted through censorship, as long as this information is not constrained by law or regulations and it is used for lawful purposes. The University will promote the appropriate use of technology, mainly through education, to encourage responsible management of technology and the information that is accessed.

Access to the information resource infrastructure both within and outside University grounds, sharing of information, and security of intellectual products, all require that every user accept personal responsibility for protecting the rights of the community. Users should be aware that actions conducted using information technology will be held to the same standards as any other action in the work place. The University will deal promptly with all violations of any law or university policy.

## **VI. USER'S RIGHTS AND RESPONSIBILITIES**

Members of the University community are granted access to information technology resources in order to facilitate their University-related academic, research, service, and job activities. Occasional personal use of information technology is allowed, as long as this personal use does not interfere with job performance nor violate any existing policy, regulation, or law. Assessment of an employee's job performance may consider the employee's personal use of information technology resources; and a supervisor may request a change in this personal use as a condition for continued employment, if deemed necessary.

### ***A. Use Means Acceptance of Policy and Norms***

By using the University's IT resources, users agree to abide by this Policy, as well as all relevant University policies, norms, and procedures, and current federal and Commonwealth laws. Users are responsible for the following tasks:

1. Review, understand, and comply with all policies, procedures and laws related to access, acceptable use, and security of University information technology resources;
2. Request system administrators or data custodians for clarification on access and acceptable use issues not specifically addressed in University policies, regulations, standards, and procedures; and
3. Report possible policy violations to the appropriate entities.

### ***B. Privacy and Security Awareness***

The University recognizes the user's right to privacy and security; and will take reasonable measures to protect the security of the information technology resources assigned to individual users. The user's personal information will be maintained in a secure environment; and only accessed by authorized employees that need the information to do their job. Should the need arise to intervene with a person's right to privacy in the course of any investigation regarding inappropriate use of information or technology resources, the University will do so following existing legal procedures. Users should follow the appropriate security procedures to assist in keeping equipment, systems, applications, and accounts secure. These procedures are available through the System or Campus Information Systems Offices (ISO).

### ***C. Consequences of Violations***

Access privileges to the University's Information Technology resources will not be denied without cause. The University may temporarily deny access to these resources if, during the course of an investigation, it appears necessary to protect the integrity, security, or continued operation of its computers, systems, applications, and networks or to protect itself from liability. Alleged violations of University IT policies shall be referred to appropriate University officials for resolution or disciplinary action. The University may also refer suspected violations of the law to the appropriate law enforcement agencies. Depending upon the nature and severity of the offense, policy violations may result in loss of access privileges, University disciplinary action, and/or criminal prosecution.

## **VII. THE UNIVERSITY'S RIGHTS AND RESPONSIBILITIES**

The University owns the applications, systems, computers, and networks that comprise the University's technical infrastructure. Likewise, the University owns all data that reside on this technical infrastructure; and is responsible for taking the necessary measures to ensure the integrity, security, and confidentiality of its systems, applications, data, and user accounts.

When the University becomes aware of violations, either through routine system administration activities, audits, or from a complaint, it is the University's responsibility to investigate as needed or directed, and to take whatever necessary actions to protect its resources and/or to provide information relevant to any investigation underway. University offices, campuses, faculties, and facilities shall cooperate and work alongside appropriate University and law enforcement officials investigating these violations.

## **VIII. FUNCTIONAL RESPONSIBILITIES**

### ***A. Vice President for Research and Technology***

The Vice President for Research and Technology (VPRT) reports directly to the President; and is an integral part of the upper management of the University of Puerto Rico. The VPRT will disseminate this Policy throughout the University of Puerto Rico. The VPRT will also develop general, system-wide standards, and procedures consistent with this Policy regarding the use of IT resources. This person promotes the

implementation and execution of a continuous system-wide educational campaign to guide the University in the appropriate use of Information Technology.

***B. Information Systems Office [ISO]***

1. ISO Directors are responsible for leading their individual offices to achieve the goals outlined for their offices. The ISO Directors will promote collaboration, knowledge- and resource-sharing among the different ISO's, and in coordination with the System ISO, located at Central Administration. The University supports the use of IT resources through the System ISO and the different Campus ISO. University technology and the responsibilities of the ISO personnel that support it will be consistent with this Policy, the institutional strategic plan, and the specific needs of the office, campus, faculty, or facility.
2. All acquisition of University computers, computer- and network- related equipments, and software, as well as any proposed implementation of information systems or information technology, shall be coordinated through the corresponding System or Campus Information Systems Office to guarantee compatibility with the existing IT infrastructure and compliance with this Policy and System-wide Standards and Procedures. The ISO will promptly issue its recommendations on changes, updates, and implementation of the existing or proposed technology, to avoid undue delays. The ISO will participate in the planning, acquisition, development, and implementation stages of technological projects or institutional projects that use technology, under one or more of the following conditions: (a) if the new technology integrates to technologies managed by ISO; (b) if ISO will manage the new technology after it is implemented; or (c) if ISO's participation serves the University's best interests.
3. ISO will implement local policies and procedures subordinate to this Policy and to the system-wide Standards and Procedures issued for implementing, administrating, and using Information Technology within the University premises to which the ISO is assigned. These local policies and procedures may provide additional detail, guidelines, and/or restrictions, so long as they are consistent with this Policy and the system-wide Standards and Procedures.
4. ISO will support the IT resources within the office or campus to which the ISO is assigned. ISO collects key performance indices to measure the level of service provided to users in support of information technology use, and compares these metrics against established service level expectations and needs, to gauge the level of service provided. As required, the ISO will define and execute the steps necessary to bring actual service performance in line with expected service levels and available resources.
5. ISO shall take steps to promote and maintain an environment of continuous learning and continuous process improvement among its staff. ISO will guide university users in the appropriate and efficient use of IT.
6. The University empowers ISO with authority to protect information technology resources and data. ISO personnel will treat the content of institutional data,



individually assigned accounts, and personal communications as private and will not examine or disclose this content, except: (1) as may be required for system maintenance, including security measures; (2) when there exists a documented reason to believe that an individual is violating the law or University policy; or (3) as permitted by applicable policy or law.

7. The data registered, maintained, stored, and accessed through the University's information systems is a critical resource that must be protected. In consultation with knowledgeable University officials, ISO will determine the criticality and sensitivity of University data and the applications that use it. ISO will ensure that appropriate security measures and standards are implemented and enforced. In case of doubt, ISO will treat information as confidential until otherwise informed.
8. Each Information Systems Office is charged with providing information technology resources to users with a legitimate need, while at the same time protecting the University's network, systems, and data from unauthorized access and abuse. ISO will coordinate with designated office, campus, faculty, or unit technical and security staff to ensure the confidentiality, integrity, and availability of University systems; and make sure that appropriate and timely action is taken, as required. The ISO will take reasonable actions to ensure the authorized use and security of the data, systems, networks, and the communications transmitting through these systems or network. ISO will review the access rights of legitimate users on a regular basis.

#### **IX. EFFECTIVE DATE**

This Policy shall be effective thirty-days (30) after its filing in the State Department.

Upon the aforementioned effective date, Certifications No. 49 (1994-1995) and No. 72 (1999-2000), as well as any other current conflicting certification, policy, norm, procedure, or regulation, will no longer be effective.

