



USTP Internet Access Policy

1. Access to the internet will be requiring a username and password every time the users open an internet browser. Browsing to other tab will not be requiring anymore authentication for as long as the main browser is not close.
2. ALL Internet access will be logged for monitory purposes.
3. Use of softwares like VPN, Anonymizers (anonymous proxy) or any browser extensions to bypass University internet access policy is strictly prohibited. Once detected your connection will be **BLOCKED!**
4. Unit heads and Faculties can access the Internet for allowed sites all the time both **WORKING** and **NON-WORKING HOURS**.
5. Unit head's secretary/assistant can have access internet even at **WORKING HOUR** for allowed sites. However access to streaming and social sites will be restricted unless requested by their respective head at a given time.
6. USTP Non-Teaching personnel's can only access the Internet during **NON-WORKING HOURS**. Special Access can be allowed upon the approval of the President.
7. Part-time instructors can also access the Internet all the time using their own username and password.
8. Student can access internet also using their own username and password, however streaming and social site will be restricted all the time.
9. ALL Downloads with be restricted except for Unit Heads and Faculties who can download videos for teaching purpose only. Request to download will be subject to evaluation and approval.
10. PC/Virus updates will be done during **NON-WORKING HOURS** or will be allowed during Friday around 2PM onwards.

TIME POLICY

WORKING HOURS

8:00 AM to 12:00 NN

1:00 PM to 5:00 PM

NON-WORKING HOURS

12:00 NN to 1:00 PM

5:00 PM to 11:59 PM

12:00 AM to 8:00 AM

SAT/SUN 8:00 AM 11:59 PM