



Proper Use of Digital Resources of the University

Oct. 23, 2023

To all UP Users:

Please be reminded that software resources of the University, including online services registered under UP (such as the UP Mail, Google Drive, Zoom, Microsoft 365), must only be used for OFFICIAL academic, research and administrative purposes.

Section 6.c.ii.4 of the UP Acceptable Use Policy (AUP) states *“Users may not use the IT System for personal activities not related to appropriate University functions except in a purely incidental manner. Violators shall suffer a penalty ranging from suspension for one month to one year.”*

In addition, please also be reminded that users must not violate the copyright of intellectual property. Section 6.c.i.2 states *“Users must not infringe on the copyright and other property rights covering software, databases and all other copyrighted material such as text, images, icons, retrieved from or through the IT System. These acts shall include, but is not limited to, the unauthorized copying, reproduction, dissemination, distribution, importation, use, removal, alteration, substitution, modification, storage, unloading, downloading, communication, publication or broadcasting of such material. Users must properly attribute any material they copy from or through the IT System. Users are reminded that the infringement of intellectual property rights belonging to others through the use of telecommunications networks is a criminal offense under Section 33(b) of the Electronic Commerce Act. Violators shall suffer a penalty ranging from suspension for one month to expulsion or dismissal.”*

Included in said policy are categories of use of our information and communications technology (ICT) resources that are allowed and prohibited. We encourage everyone to read and review the University's AUP at <https://www.up.edu.ph/aup>

Thank you for actively supporting the efforts of the University in promoting proper use of its digital resources.