University Computer Services Center **INTERNET ACCESS GROUP POLICY** **ASSIGNMENT FORM**	**Control No:**

INSTRUCTION:

Please fill in the Name of the user who has an assigned computer on the specific group policy based on the conditions.

Be guided also that internet access of all computers in the faculty rooms must be used for research purposes only, thus, these computers will be assigned to IAGP #2, together with the computers of the Unit/Department Heads. All other users will be assigned to IAGP #3, unless otherwise designated to a higher IAGP. All units who will be assigned to IAGP #1, should seek first, approval from the Office of the President.

UNIT/DEPARTMENT: _____   **DATE**: _____

1. **IAGP #1: Special Group -** *Group that can access the internet from 7am to 7pm, and can access Social Sites and Media Streaming Sites (ie. Facebook, Twitter, YouTube)*

Name of User/PC	To be filled by UCSC Personnel	
	Computer Name	**IP Address Assigned**

Please indicate Reasons for giving access to Social Media and Media Streaming:
_____
_____
_____

Requested by:	**Approved:**
_____ *Dep't/Unit Head*	_____ *University President / Date*

2. **IAGP #2: Admin Group -** *Group that can access the internet from 7am to 7pm, can access Social and Media Streaming Sites from 4:30 to 7pm, only.*

Name of User/PC	To be filled by UCSC Personnel	
	Computer Name	**IP Address Assigned**

3. **IAGP #3: User Group -** *Group that can only access the internet from 7 to 8:30am; 12 to 1:30pm; and 4:30 to 7pm, can access Social and Media Streaming Sites from 4:30 to 7pm, only.*

Name of User/PC	To be filled by UCSC Personnel	
	Computer Name	**IP Address Assigned**

Prepared & Submitted by:	**Received by: (UCSC Personnel)**	**Date Received:**
_____ *Signature over Printed Name*	_____ *Signature over Printed Name*	