



IT Policy

GUIDELINES FOR NETWORK USERS:

- **Accounts and Passwords:**

- 1) The User of internet Access ID guarantees that the Internet Access ID will not be shared with anyone else. In addition, the Internet Access ID will only be used for educational/official purposes. The User guarantees that the User will not share the password or Internet Access ID with anyone. Internet work ID's will only be established for students, staff and faculty who are currently affiliated with the Geeta University hence forth referred to as the University.
- 2) Students and staff who leave the University will have their Internet Access ID and associated files deleted.
- 3) No User will be allowed more than one Internet Access ID at a time, with the exception that faculty or officers who hold more than one portfolio, are entitled to have Internet Access ID related to the functions of that portfolio.
- 4) If any user is found violating the above mentioned guidelines, then he/she will be liable for any appropriate action that the University deems fit and will be solely responsible for any further prosecution that might be initiated.

- **Limitations on the use of resources:**

- 1) On behalf of the University, the IT Department reserves the right to close the Internet Access ID of any user whose actions limit the use of computing and Internetwork resources for other users and/or in violation of any of the terms defined in this Security Policy.

- **Computer Ethics and Etiquette:**

- 1) The User will not attempt to override or break the security of the University computers, Internetworks, or machines/Internetworks accessible there from. Services associated with the Internet Access ID will not be used for illegal or improper purposes. This includes, but is not limited to, the unlicensed and illegal copying or distribution of software, Denial of Service (DOS), identity theft, Proxy servers and the generation of threatening, harassing, abusive, obscene or fraudulent messages. Even sending unsolicited bulk e-mail messages, phishing and spam comes under IT Policy violation. Spreading of unsubstantiated rumours, misinformation, inflammatory, derogatory and defamatory content against any individual/organization/university on the University 's Internetwork will attract strict action as per IT Security Policy and the Indian Penal Code.
- 2) In addition, the User agrees to adhere to the guidelines for the use of the particular computer platform that will be used.
- 3) User's Internet Access ID gives him/her access to e-mail, and campus computing and Internetwork resources. The use of these resources must comply with University policy.

- 4) User's electronically available information
 - a) Should not contain copyrighted material or software unless the permission of the copyright owner has been obtained,
 - b) Should not violate University policy prohibiting sexual harassment,
 - c) Should not be used for commercial purposes,
 - d) Should not appear to represent the University without appropriate permission, or to represent others,
 - e) Should not appear to represent other organizations or companies,
 - f) Should not contain material which violates pornography laws, or algorithms or software which if transferred violate laws,
 - g) Should not contain scripts or code that could cause a security breach or permit use of resources in opposition to University policy.
 - h) Should not contain copyrighted audio and video material/work of art/intellectual property without permission of copyright holder and unauthorized download of such material is strictly prohibited.

- **Data Backup, Security, and Disclaimer**

- 1) IT DEPARTMENT will not be liable for the loss or corruption of data on the individual user's computer and/or devices as a result of the use and/or misuse of his/her computing and Internetwork resources (hardware or software) by the user or from any damage that may result from the advice or actions of a IT DEPARTMENT staff member in the process of helping the user in resolving their Internetwork/computer related problems. Although IT DEPARTMENT make a reasonable attempt to provide data integrity, security, and privacy, the User accepts full responsibility for backing up files in the assigned Internet Access ID, storage space or email Account. In addition, IT DEPARTMENT makes no guarantee concerning the security or privacy of a User's electronic messages.
- 2) The User agrees to be held liable for the improper use of equipment or software, including copyright violations and agrees to defend, indemnify and hold IT DEPARTMENT as part of the University, harmless for any such liability or expenses. The University retains the right to change and update these policies as required without notification to the User.
- 3) Unauthorized transmission, sharing, copying and theft of University information and data through any means by any individual is strictly prohibited and will attract strict legal action.

- **Account Surrendering:**

- 1) Employees and the students leaving the university (temporarily or permanently) are advised to surrender their accounts (INTERNET Access and Email) by giving a written letter or email to Dy. Director IT. This is essential as the facility is meant only for the serving employees and the enrolled students. Further, in case the accounts are not disabled and misused by some other person unauthorized, the account holder would be legally responsible for such misuse of the account. If employees and the students leaving the university (temporarily or permanently) want to retain the facility for some more

period, such requests may be considered, if they are given in writing with valid justification and duly recommended by the competent authority.

- **Account Termination and Appeal Process**

1) Accounts on the University network systems may be terminated or disabled with little or no notice for any of the reasons stated above or for other inappropriate use of computing and Internetwork resources. When an account is terminated or disabled, IT DEPARTMENT will make an attempt to contact the user (at the phone number and email id they have on file with IT DEPARTMENT) and notify them of the action and the reason for the action. If the termination of account is of temporary nature, due to inadvertent reasons and are on the grounds of virus infection, account will be restored as soon as the user approaches and takes necessary steps to get the problem rectified and communicates to the IT DEPARTMENT of the same. But, if the termination of account is on the grounds of wilful breach of IT policies of the university by the user, termination of account may be permanent. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may first approach the Proctor, justifying why this action is not warranted. If the issue is not sorted out he/she may appeal to the Dean Students' Welfare (DSW) for this purpose to review the evidence and hear reasons why an appeal should be considered. If the user's concerns are still not addressed then the user may approach the Grievance Redressal Committee and if the Grievance Redressal Committee recommends revival of the account, it will be enabled. However, the decision of the Grievance Redressal Committee is final and binding.

2) Users may note that the University's Internetwork Security System monitors and maintains a history of logs, if any, for each user account. In case of any termination of User Account, this history of logs will be considered in determining what action to pursue. If warranted, serious violations of this policy will be brought before the appropriate University authorities. The University's full text of the IT Policies and Guidelines has been put on the University's web site for the convenience of the University's community.

Deputy Director (IT)
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