

IT USAGE POLICY

IT Policy - General

Please Read the following GIET (A), Rajahmundry IT Usage Policy CAREFULLY before accepting/rejecting the policy.

People, who use the ONLINE version for IT Policy, need not sign the hardcopy version.

Undertaking with respect to IT Usage Policy

Whom this Document Concerns: All Users of IT infrastructure (Computers and the Network) at GIET (A), Rajahmundry.

Reason for Policy: This policy outlines the responsible use of the Information Technology Infrastructure at GIET (A).

Statement of Policy: All users of GIET (A), Rajahmundry will be subject to the following IT Usage Policy

1. Content: I shall be responsible for all use of this network. In case I own a computer and decide to connect it to GIET (A), Rajahmundry network, I will be solely responsible for all the content on it (examples: all files/data, software). This provision will also apply to any computer or device for which I am responsible, and is included in the meaning of “my computer”. In case I do not own a computer but am provided IT resources by GIET (A), I will be held responsible for the content stored in the designated workspace allotted to me (examples: software, file storage area, web pages, stored/archived emails, on Computer Centre or Department machines).



2. Network: I will be held responsible for all the network traffic generated by “my computer”. I understand that network capacity is a limited, shared resource. I agree that physically tampering with network connections/equipment, sending disruptive signals, or making EXCESSIVE USE of network resources is strictly prohibited. Repeated offenses of this type could result in permanent disconnection of network services. I shall not share the network connection beyond my own use and will not act as a forwarder/ masquerader for anyone else.

3. Academic Use: I understand that the IT infrastructure at GIET (A), Rajahmundry is for academic use and I shall not use it for any commercial purpose or to host data services for other people or groups. Also, I shall not host or broadcast information that might harm others or may be otherwise considered objectionable or illegal as per Indian law.

4. Identity: I shall not attempt to deceive others about my identity in electronic communications or network traffic. I will also not use GIET (A), Rajahmundry IT resources to threaten, intimidate, or harass others.

5. Privacy: I will not intrude on privacy of anyone. In particular I will not try to IT Support computers (hacking), IT Support, files, or information belonging to others without their knowledge and explicit consent.

6. Monitoring: I understand that the IT resources provided to me are subject to monitoring, with cause, as determined through consultation with the GIET (A), Rajahmundry administration, when applicable. The monitoring may include aggregate bandwidth usage to effectively manage limited IT resources as well as monitoring traffic content in response to a legal or law enforcement request to do so. I authorize GIET (A), Rajahmundry administration to perform network vulnerability and port scans on my systems, as needed, for protecting the overall integrity and efficiency of GIET (A), Rajahmundry network.



7. Viruses: I shall maintain my computer on this network with current virus detection software and current updates of my operating system, and I shall attempt to keep my computer free from viruses, worms, Trojans, and other similar programs.

8. Software Usage and File Sharing: I shall not use any device to engage in any form of unlicensed software storage/usage and illegal file sharing (examples: copyrighted material, obscene material). Only licensed software / authorized by IT Support is permitted for usage in all the computer terminals in the campus. Institute permits use of open source software tools for teaching-learning and research from verified providers.

9. Library e-resources: Electronic resources such as e-journals, e-books, databases, etc. made available by the Central Library, GIET (A), Rajahmundry are for academic use. These resources can be searched, browsed, and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited. The Use of robots, spiders or intelligent agents in IT Support, search and/or systematically downloading from the e-resources is also prohibited. Any violation of this policy will result in penal action as per the rules and regulations of the Institute. I am aware that Systematic downloading will result in the publisher blocking these Resources from the uses of the entire community at GIET (A), Rajahmundry.

10. Security: I understand that I will not take any steps that endanger the security of the GIET (A), Rajahmundry network; specifically, I shall not attempt to bypass firewalls and IT Support rules in place. This includes not setting up servers of any kind (examples: web, mail, proxy) that are visible to the world outside the GIET (A), Rajahmundry campus. In critical situations, GIET



(A), Rajahmundry authorities reserve the right to disconnect any device or disable any IT Support if it is believed that either is involved in compromising the information and security of GIET(A).

11. Penalties: I understand that any use of IT infrastructure at GIET (A), Rajahmundry that constitutes a violation of GIET (A), Rajahmundry Regulations could result in initiation of administrative or disciplinary procedures.

IT Policy – Role of IT Support:

1. IT Support is responsible for procurement, installation, configuration of all IT equipment (i.e. computers, printers, network switches, etc) in the administrative sections at GIET (A).
2. IT Support will act as the system and network administrators. IT Support is entrusted with the authority to decide the type and version of OS that gets loaded into each computer. IT Support will allocate the necessary IP addresses, proxies, email relays etc. In other words, IT Support will act as a decision making body as far as the hardware systems and the OS used in administrative sections of GIET (A).
3. IT Support shall manage email accounts of eligible employees by providing domain mail services (@giet.ac.in) and withholding the mail accounts of employees who have left the institution for various reasons.
4. IT Support is entrusted with the decision making powers for certifying the type of in-house/commercial software application that gets loaded in each computer in the administrative sections. Together with IT Support, HoD-CSE-CS will decide the type and the version of application software and the corresponding OS that may be required for the specific application.



5. If the machines in administrative network “misbehave” and causes problems for any other department or the entire campus, or disrupts services, IT Support will notify the concerned Section Head and disconnect the particular machine (or even the whole administrative section depending on the severity of the problem) from the core network until the problem is fixed satisfactorily.
6. Computers in the administrative sections are meant for fulfilling the office automation tasks in GIET (A) administration. Their use for personal entertainment/business activities is strictly prohibited.
7. Green Computing: The IT Support shall implement green computing practices in the campus.

Disciplinary Action

A penalty system will be implemented, in case someone is found violating the above mentioned guidelines.

The following penalty procedure shall be followed:

- ❖ First Time- Warning shall be issued.
- ❖ Second Time- Network will be disconnected for a week.
- ❖ Third Time- Network will be disconnected for a Semester.
- ❖ Fourth Time- Network will be disconnected for the entire stay.



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