Tilak Raj Chadha Institute of Management & Technology
Affi liated to Kurukshetra University, Kurukshetra & Approved by AICTE)
M.L.N. College Educational Complex, Yamuna Nagar-135001 (Haryana)
Ph.+91 – 1732 – 220103, 234110 , Fax: +91 – 1732 – 220103
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Internet usage Policy

The Internet usage Policy applies to all Internet users (Individuals working for the institute, including, permanent full-time and part-time employees, contract workers, temporary agency workers, business partners, and vendors and students studying at TIMT) who access the Internet through the computing or networking resources. The institute's Internet users are expected to be familiar with and to comply with this policy, and are also required to use their common sense and exercise their good judgment while using Internet services.

1. CONSEQUENCES OF VIOLATION

Violations of the Internet usage Policy will be documented and can lead to revocation of system privileges and/or disciplinary action up to and including suspension and termination.

Additionally, the institute may at its discretion seek legal remedies for damages incurred as a result of any violation. The institute may also be required by law to report certain illegal activities to the proper enforcement agencies.

Before access to the Internet via institute network is approved, the potential Internet user is required to read this Internet usage Policy and sign an acknowledgment form (located on the last page of this document). The signed acknowledgment form should be turned in and will be kept on file at the facility granting the access. For questions on the Internet usage Policy, contact the Information Technology (IT) Department.

2. USAGE THREATS

Internet connectivity presents the institute with new risks that must be addressed to safeguard the institute's vital information and computing assets. These risks include:

2.1 Inappropriate Use of Resources

Access to the Internet by personnel that is inconsistent with institutional needs results in the misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. Additionally, the institute may face loss of reputation and possible legal action through other types ofmisuse.

2.2 Misleading or False Information

All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

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3. INTERNET SERVICES

Access to the Internet will be provided to users to support institutional activities and only on an as needed basis to perform their jobs and professional roles.

3.1 User Services

3.1.1 Internet Services Allowed

Internet access is to be used for institutional purposes only. Capabilities for the following standard Internet services will be provided to users as needed:

• E-mail -- Send/receive E-mail messages to/from the Internet (with or without document attachments).

• Navigation -- WWW services as necessary for institutional purposes, using a hypertext transfer protocol (http) browser tool. Full access to the Internet; limited access from the Internet to dedicated institute public web servers only.

• File Transfer Protocol (FTP) -- Send data/files and receive in-bound data/files, as necessary for institutional purposes.

• Telnet -- Standard Internet protocol for terminal emulation. User Strong Authentication required for Internet initiated contacts into the institute.

Management reserves the right to add or delete services as institutional needs change or conditions warrant. All other services will be considered unauthorized access to/from the Internet and will not be allowed.

3.2 Request & Approval Procedures

Internet access will be provided to users to support institutional activities and only as needed to perform their jobs.

3.2.1 Request for Internet Access

As part of the Internet access request process, the employee is required to read both this Internet usage Policy and the associated Internet/Intranet Security Policy The user must then sign the statements (located on the last page of each document) that he/she understands and agrees to comply with the policies. Users not complying with these policies could be subject to disciplinary action up to and including termination and suspension.

Policy awareness and acknowledgment, by signing the acknowledgment form, is required before access will be granted.

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3.2.2 Approval

Internet access is requested by the user by submitting an Internet Access Request form to the director along with an attached copy of a signed Internet usage Coverage Acknowledgment Form.

3.2.3 Removal of privileges

Internet access will be discontinued upon termination of employee, completion of course, end of service of non-employee, or disciplinary action arising from violation of this policy. In the case of a change in job function and/or transfer the original access code will be discontinued, and only reissued if necessary and a new request for access is approved.

All user IDs that have been inactive for thirty (30) days will be revoked. The privileges granted to users must be reevaluated by management annually. In response to feedback from management, systems administrators must promptly revoke all privileges no longer needed by users.

4. USAGE POLICIES

4.1 Resource Usage

Access to the Internet will be approved and provided only if reasonable institutional needs aired entities.

Internet services will be granted based on an employee's or student's current job responsibilities and course.

User Internet access requirements will be reviewed periodically by institute departments to ensure that continuing needs exist.

4.2 Allowed Usage

Internet usage is granted for the sole purpose of supporting educational and institutional activities necessary to carry out study and job functions. All users must follow the institute principles regarding resource usage and exercise good judgment in using the Internet. Questions can be addressed to the IT Department.

Acceptable use of the Internet for performing job functions might include
• Communication between faculty and students for educational purposes
• IT technical support downloading software upgrades and patches
• Review of possible vendor web sites for product information
• Reference regulatory or technical information
• Research for seminars and assignments

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4.3 Personal Usage

Using institute computer resources to access the Internet for personal purposes, without approval from the director the IT department, may be considered cause for disciplinary action up to and including termination and suspension.

All users of the Internet should be aware that the institute network creates an audit log reflecting request for service, both in-bound and out-bound addresses, and is periodically reviewed.

Users who choose to store or transmit personal information such as private keys, credit card numbers or certificates or make use of Internet "wallets" do so at their own risk. The institute is not responsible for any loss of information, such as information stored in the wallet, or any consequential loss of personal property.

4.4 Prohibited Usage

Acquisition, storage, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed is specifically prohibited.

The institute also prohibits the conduct of a business enterprise, political activity, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.

Other activities that are strictly prohibited include, but are not limited to:

• **Accessing institute information that is not within the scope of one's work. This includes unauthorized reading of department information, unauthorized access of personnel file information, and accessing information that is not needed for academic functions.**

• **Misusing, disclosing without proper authorization, or altering institute's information. This includes making unauthorized copies of online journals, referral guide, question papers etc.**

• **Deliberate pointing or hyper-linking of institute Web sites to other Internet/WWW sites whose content may be inconsistent with or in violation of the aims or policies of the institute.**

• **Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law.**

• **Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.**

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- **Transmission of any proprietary, confidential, or otherwise sensitive information without the proper controls.**

- **Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based**

   on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

- **Any form of gambling.**

   Unless specifically authorized under the provisions of section 4.3, the following activities are also strictly prohibited:

- **Unauthorized downloading of any shareware programs or files for use without authorization in advance from the IT Department or the director.**

- **Any ordering (shopping) of items or services on the Internet.**

- **Playing of any games.**

- **Forwarding of chain letters.**

- **Participation in any on-line contest orpromotion.**

- **Acceptance of promotional gifts.**

- **Downloading songs and movies**

Bandwidth both within the institute and in connecting to the Internet is a shared, finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect other staff and students. Specific departments may set guidelines on bandwidth use and resource allocation, and may ban the downloading of particular file types.

If you have any questions about Acceptable Use, contact the IT Department

4.5 Software License

The institute strongly supports strict adherence to software vendors' license agreements. When at work, or when institute computing or networking resources are employed, copying of software in a manner not consistent with the vendor's license is strictly forbidden. Questions regarding lawful versus unlawful copying should be referred to the IT Department.

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Similarly, reproduction of materials available over the Internet and commonwealth must be done only with the written permission of the author or owner of the document or the director. Unless permission from the copyright owner(s) is first obtained, making copies of material from magazines, journals, newsletters, other publications and online documents is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

Using institute computer resources to access the Internet for personal purposes, without approval from the director, may be considered cause for disciplinary action up to and including termination and suspension.

4.6 Review of Public Information

All publicly-writeable directories on Intranet-connected computers will be reviewed and cleared each weak. This process is necessary to prevent the anonymous exchange of information inconsistent with institute requirements.

4.7 Expectation of Privacy

4.7.1 Monitoring

Users should consider their Internet activities as periodically monitored and limit their activities accordingly.

Institute reserves the right to examine E-mail, personal file directories, web access, and other information stored on institute computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of institute information systems.

4.7.2 E-mail Confidentiality

Users should be aware that clear text E-mail is not a confidential means of communication. The institute cannot guarantee that electronic communications will be private. Employees should be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Users should also be aware that once an E-mail is transmitted it may be altered.

Deleting an E-mail from an individual workstation will not eliminate it from the various systems across which it has been transmitted.

4.8 Maintaining Corporate Image

4.8.1 Representation II

When using institute's resources to access and use the Internet, users must realize they represent the institute. Whenever student or staff state an affiliation to the institute, they

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must also clearly indicate that "the opinions expressed are my own and not necessarily those of the institute". Questions may be addressed to the IT Department.

4.8.2 Institute Materials

Users must not place institute material (examples: guest lecture information, press releases, product or usage information, documentation, etc.) on any mailing list, public

news group, or such service. Any posting of materials must be approved by the director and the HoD of the respective department.

4.9 Periodic Reviews

4.9.1 Usage Compliance Reviews

To ensure compliance with this policy, periodic reviews will be conducted. These reviews will include testing the degree of compliance with usagepolicies.

4.9.2 Policy Maintenance Reviews

Periodic reviews will be conducted to ensure the appropriateness and the effectiveness of usage policies. These reviews may result in the modification, addition, or deletion of usage policies to better suit institute's information needs.

5. INTERNET USAGE COVERAGE ACKNOWLEDGMENTFORM

After reading this policy, please sign the coverage form and submit it to your institute's IT department or granting internetaccess.

By signing below, the individual requesting Internet access through institute computing resources hereby acknowledges receipt of and compliance with the Internet Usage Policy.

Furthermore, the undersigned also acknowledges that he/she has read and understands this policy before signing this form.

Internet access will not be granted until this acknowledgment form is signed by the HoD of the department and the director. After completion, the form is filed in a folder specifically dedicated to Internet access for student and staff, and maintained by the IT department. These acknowledgment forms are subject to internal audit.