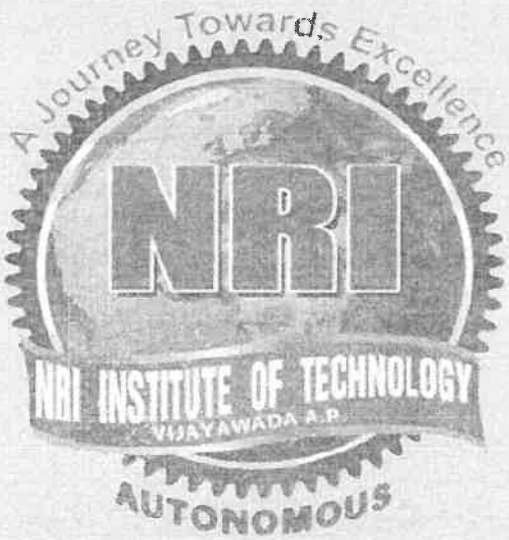
NRIIT IT POLICY



NRI INSTITUTE OF TECHNOLOGY
(AUTONOMOUS)
(Permanenty Affiliated to JNTUK, Approved by AICTE &
Accredited by NBA(CSE,EEE & ECE) & NAAC with 'A' Grade
Pothavarappadu (V), Agiripalli Mandal, Krishna District, A.P
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1. Overview

The usage of information technology changed everything in the world, including academic activity in institutions. Because many operations in the institutes take place online on computers, laptops, and smart phones, guaranteeing the finest internet security is the best approach to protect our identities, documents, and passwords. With the increasing availability of the Internet, new threats develop that must be handled in order to secure buildings and key information assets. Faculty, staff, students, stake holders and visiting guests (collectively referred to as "users") will have access to the internet to facilitate academic activities. Users who use the Internet in ways that is incompatible with their academic demands waste resources.

2. Purpose and Scope of the document

i. The goal of this policy is to establish acceptable Internet usage by NRIIT Faculty, staff, students, stake holders and visiting guests.

ii. This policy applies to all Internet users who connect to NRIIT's Internet service through Wired or WiFi. Internet users are required to be aware of and adhere to this policy.

3. General Rules

i. Students, Teaching and Non - Teaching Staff, Management and visiting Guests and Research Fellowship Members of NRI Institute of Technology, Agiripalli availing computing, networking, and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system and protect the privacy and work of students and faculty.

ii. Students, Teaching and Non - Teaching Staff, Management and visiting Guests and Research Fellowship Members are authorized to use the computing, networking, and other IT facilities for academic purposes, official NRIIT business, and for personal purposes as long as such use does not violate any law or any Institute's policy.

iii. The NRIIT prohibits its users from gaining or enabling unauthorized access to forbidden IT resource on the NRIIT network. Any such attempt will not only be the violation of NRIIT Policy but may also violate national and international cyber laws, provisions under The Information Technology Act of India and infringe the principals of National Cyber Security Policy, and subject the user to both civil and criminal liability. However, the NRIIT reserves all the rights to access and analyze the IT resource and Information for any legal and/ or institutionally provisioned operation, on its own or through its affiliates.

iv. The NRIIT prohibits its users from sending, viewing or downloading fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or NRIIT policy. Therefore, user's inhibitive discretion is solicited where category of certain content could be doubtful e.g. when such content is received through e-Mail etc. As a generalized policy, any contribution towards the destruction or distortion of congenial academic or work environment is prohibited.

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v. Users must not violate various IPR and copyright law(s), and licensing policies as associated with copyrighted materials and software. Any unlawful file- sharing, use of any form of illegal or pirated or un-licensed software, on the NRIIT's IT resources (including individually owned IT resource being used under Institutional IT privileges) is strictly prohibited and any such act shall constitute a violation of the NRIIT policy.

vi. NRIIT also recommends its students, faculty and office staff, to use Open Source Operating Systems (OS) and Processing Software (PS) such as Ubuntu/ CentOS or other and Libra Office/ OpenOffice/ WPS Office, respectively. Further, users of the computers sponsored directly or indirectly by NRIIT should migrate on the recommended OS & PS as their primary software and should generate expertise on it. In case of technical limitation in such adaptation, relaxation may be requested from competent authority on valid grounds.

vii. By agreeing to abide by the terms of use of various online media forums, the users are expected to adhere with the norms as prescribed by respective social networking websites, mailing lists, chat rooms, blogs, Unless a user has proper authorization, no user should attempt to gain access to information and disclose the same to self or other unauthorized users. The broader concept of data privacy must be honored by each user.

viii. No user should attempt to vandalize damage or change any data inappropriately, whether by accident or deliberately. The basic notion of trustworthiness of information resources must be preserved by all of its users. Any interference, disruption or encroachment in the NRIIT IT resources shall be a clear violation of the NRIIT policy.

ix. No user should attempt to affect the availability of IT resource, whether accidently or deliberately.

x. As long as individual departments, Hostel, individual units etc. can retain consistency in compliance of the IT (Usage) Policy, NRIIT, they may further define and implement additional "conditions of use" for IT resources under their control. It will be the responsibility of the Units to publicize and enforce such conditions of use. In cases where use of external networks is involved, suitable policies can be practiced in compliance with the broad prerogatives of (Usage) Policy of the NRIIT.

xi. As a part of certain investigation procedures, the NRIIT may be required to provide its IT information, resource and/ or records, in parts or full, to third parties. Also, for proper monitoring and optimal utilization of NRIIT IT resources, the NRIIT may review, analyze and audit its information records, without any prior notice to its Users. Further, the NRIIT may also seek services from third-party service providers. Accordingly, the users can only have reasonable expectation of privacy on the NRIIT's IT resources.

xii. Users are expected to take proper care of equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.

xiii. No food or drink is permitted in the laboratories. Also making noise either through games/music/movies or talking and/ or singing loudly (the list is not exhaustive) is prohibited.

xiv. Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline as

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appropriate. Depending upon the nature of the violation, the NRIIT authorities may take an action.

xv. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices, or through the news groups.

xvi. Internet users of NRIIT shall comply with applicable National/State/Cyber laws and rules and policies of NRIIT. Examples of rules and policies include, the laws of privacy, copy right, trade mark, obscenity and pornography. The IT act of government prohibits hacking, cracking, spoofing and similar activities.

xvii. According to the NRIIT policy, tethering/hot spotting of internet connection is liable for deactivating the connection.

xviii. Users will be required to obtain necessary authorization before using institute connectivity.

xix. Users will also be responsible for any activity originating from their account.

xx. Accounts and passwords should not under any circumstances be used by any other persons other than those to whom they have been assigned by website committee of NRIIT.

xxi. In case of unauthorized use of account is detected or suspected, the account owner should change the password and report the incident to website committee of NRIIT.

xxii. Users shall not use institute network and connectivity to get unauthorized access to remote computers which may damage the operations of NRIIT Network.

4. Email Account Use Policy

In an effort to increase the efficient distribution of critical information to all faculty, staff and students, and the NRIIT's administrators, it is recommended to utilize the NRIIT's e-mail services, for formal NRIIT communication and for academic & other official purposes. E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal NRIIT communications are official notices from the NRIIT to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general NRIIT messages, official announcements, etc. To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging with their User ID and password. For obtaining the NRIIT's email account, user may contact HR for email account and default password by submitting an application in a prescribed proforma. Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

i. The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.

ii. Using the facility for illegal/commercial purposes is a direct violation of the NRIIT's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not

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limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk email messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.

iii. While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.

iv. User should keep the mail box used space within about 80% usage threshold, as 'mail box full' or 'mailbox all most full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

v. User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.

vi. Users should configure messaging software on the computer that they use on permanent basis, so that periodically they can download the mails in the mailbox on to their computer thereby releasing the disk space on the server. It is user's responsibility to keep a backup of the incoming and outgoing mails of their account.

vii. User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

viii. User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

ix. While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

x. Impersonating email account of others will be taken as a serious offence under the NRIIT IT security policy

xi. It is ultimately each individual's responsibility to keep their e-mail account free from violations of NRIIT's email usage policy.

5. Social Media Policy

i. This policy provides guidance for User use of social media, which should be broadly understood for purposes of this policy to include What's App, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others.

ii. All the documented principles apply to professional use of social media on behalf of NRIIT as well as personal use of social media when referencing NRIIT.

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iii. Users need to know and adhere when using social media in reference to NRIIT.

iv. Users should be aware of the effect their actions may have on their images, as well as NRIIT's Image. The information that Users post or publish may be public information for a long time.

v. Users should be aware that The NRIIT may observe content and information made available by Users through social media. Users should use their best judgment in posting material that is neither inappropriate nor harmful to NRIIT, its Users, or customers.

vi. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment or which may hurt religious & Sentiments of any one or any Community.

vii. Users are not to publish post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, Users should check with the Human Resources Department.

viii. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Users should refer these inquiries to the authorized NRIIT spokespersons.

ix. If Users encounter a situation while using social media that threaten to become antagonistic, Users should disengage from the dialogue in a polite manner and seek the advice of Human Resources Department.

x. Users should get appropriate permission before they refer to or post images of current or former Users, members, vendors or suppliers. Additionally, Users should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

xi. Social media use shouldn't interfere with user's responsibilities at NRIIT. The NRIIT's computer systems are to be used for business purposes only. When using NRIIT's computer systems, use of social media for business purposes is allowed only to those staff whose work profile requires use of social media (ex: Face book, Twitter, blogs and LinkedIn, What's app, Instagram, any other) , but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

xii. Subject to applicable law, after-hours online activity that violates or any other company policy may subject an user to disciplinary action or termination.

xiii. It is highly recommended that Users keep NRIIT related social media accounts separate from personal accounts, if Possible.

xiv. Users should not use any type of offensive /abusive language or make any comment/post any photo which is not in line with their image as a faculty/Teacher (As they belong to a very respected community).

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6. Security and Privacy

i. Users should practice safe computing by creating appropriate access controls for their accounts and computing equipment, safeguarding their passwords, and updating them on a regular basis.

ii. Users should be aware that their usage of institute connectivity is not entirely private. All activity at S.A. are registered and monitored as part of a security precaution.

iii. At its discretion, the institute may reveal the results of any such general or individual monitoring, including communication contents and records, to relevant authorities or law enforcement agencies, and may utilize such data in disciplinary actions.

7. Prohibited Downloads

iv. The following downloads are specifically not allowed on computers unless approved in writing by S.A..

v. Any peer to peer file sharing application: Such applications may be used to utilize bandwidth inappropriately. Further, these applications contain third-party applications — called adware or spyware, that collect information about a user's Web surfing habits, change system settings, or place unwanted advertising on the local computer.

vi. Any third party personal antivirus or firewall: Since adequate security has already been provided for all machines via pre-defined firewall rules, third party firewalls may interfere with these rules thus endangering the network.

vii. Any Proxy servers, private fire wall, tunneling software, connectivity sharing software

viii. Hacking tools of any sort: The use of any such tools on institute network is strictly prohibited.

ix. Games & Movies

x. Any other copyrighted content/materials/software which are not appropriate to the user.

8. WiFi Policy

i. Institute WiFi is available in the whole campus and hostels. WiFi will not be available at hostels during class hours.

ii. The access to institute Wifi restricted to registered users. The one who wants to avail the WiFi facility, has to submit an application in the prescribed format and personally bring the device to register at S.A..

iii. The access to institute WiFi is restricted to the registered device only. Usage of institute WiFi in an unregistered device by spoofing/tethering will be treated as violation of this policy.

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iv. Even if the access id is different, the registered WiFi user is the sole responsible person for all the communications originated from the registered device.

9. Do's & Don'ts

Do's	Don'ts
Do respect the rule "That which is no expressively permitted is prohibited".	Do not download content from Internet sites unless it is related to academic purpose.
Do use the internet only for academic related matters	Do not make any unauthorized entry into any computer or network.
Do check the information you access is accurate, authentic and current.	Do not represent yourself as another person. Do not share your password.
Do respect the legal protections to data and software provided by copyright and licenses.	Do not use Internet services to transmit confidential, political, threatening, obscene or harassing materials.
Do inform the S.A. in case of any unusual occurrence.	Do not attach/transmit files through email which contains illegal/unauthorized materials.
Do contact the S.A. in case of any Internet related problems.	Do not use NRIIT network for peer to peer file sharing.
Do clean the browser history and cache periodically.	Do not download any image/video/file which , contain pornographic, racist, violence or any illegal activity.
Do sign off from captive portal when you are not using Internet or leaving the system.	Do not use Internet services to download movies, games.

10. Enforcement

i. Users found violating this policy may be denied to access to the NRIIT network for a minimum period of six months and may be subject to other penalties and disciplinary action.

ii. The NRIIT network admin may suspend, block or restrict the access to an account, when it reasonably appears necessary to do so in order to protect the security, integrity and the functionality of the network

iii. Suspected violations of applicable laws may be referred to appropriate law enforcement agencies

iv. Alleged violators will be handled through NRIIT disciplinary procedures applicable to the user.

11. Disclaimer

i. NRIIT reserves the right, without notice, to limit or restrict individual's use and to inspect, copy, remove or otherwise alter any data, file or system which may undermine the authorized use of any computing facility or which is used in violation of NRIIT rules and policies.

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ii. NRIIT also reserves the right to periodically examine any system usage and account activity history as necessary to protect its computing facilities.

iii. NRIIT disclaims any responsibility for loss of data or inference with files, resulting from its effort to maintain security and privacy.

iv. NRIIT reserves the right to amend these policies at any time without prior notice and to take necessary action to comply with applicable laws.

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