GENERAL IT USAGE & ACCESS POLICY

VER 1.0

DAV UNIVERSITY JALANDHAR

All Users (Faculty, Visiting faculty, Staff, Students, Alumni, Contractors, Volunteers, Physicians, Guests or Administration and External individuals and Organizations) accessing DAV University's IT facilities, Networks, Computing systems are expected to abide by the following rules, which are intended to preserve the Authorization, utilization, flexibility of the IT & Network resources, Services & Privacy, work of students/faculty/staff and to make relevant use of the networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the person In-charge/Committee in consultation with the Higher Authorities as appropriate.

Users with authorized accounts may use the IT facilities/services for academic purposes, official Institute business, and for personal purposes so long as such use

- **Does not violate any law, Institute policy or IT act of the Government of India.**
- **Does not interfere with the performance of Institute duties or work of an academic nature (as judged by the Higher Authorities).**
- **Does not result in commercial gain or private profit other than that allowed by the Institute.**

This policy applies to university owned computers and devices connected by wire or wireless to the DAVU Network and to off-site computers that connect remotely to the University IT services, laptops and portable devices owned by DAV university.

IT USAGE GUIDELINES

1) Sharing of passwords (Internet Access) for any purpose whatsoever is strictly prohibited. It is the users' responsibility to protect their accounts from unauthorized use by **changing passwords periodically** and using passwords that are not easily guessed

2) Any attempt to circumvent system or in any way gain unauthorized access to university or network resources is forbidden. Users don't use another person's logins account, attempt to forge an account identity, or use a false/fake account or e-mail address. Users must in no way attempt to gain access to internal or external systems to which they have not been granted access.

3) No one is allowed to install any unethical or malicious/spyware/malware software in university system, laptop, tablet, phone etc. or within the IT infrastructure of DAVU.

4) Usage of the internet for commercial gain or profit is not allowed from an educational institute. If done so, it will be sole responsibility of the user.

5) Setting up of any facility requiring password transmission over clear text and rogue devices is prohibited.

6) It is forbidden to use electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including impeding their computing systems, software, or data. Neither is any form of commercial advertising, or soliciting allowed. Spamming is strictly disallowed.

7) It is forbidden to send frivolous or academically unimportant messages to any group. Broadcast of messages to everyone in the system is allowed only for academic purposes and emergencies. Violations of this (as decided by concerned authorities) will result in immediate freezing of user's account for an extended period as determined by the higher authorities.

8) Recreational downloads, P2P connections for Recreational purposes, Streaming media and unimportant, Non-academic categories, Applications, Contents/downloads, Social Websites/groups, Internet chats etc. are prohibited. No one is allowed to open any illegal website inside University IT Infrastructure. Entire IT related activities & internet are under observation of the technical team.

9) To the extent possible, users are expected to connect only to the official DAVU Wi-Fi network for Wi-Fi access. Setting up of unsecured/Ad-Hoc Wi-Fi systems on the DAVU network is prohibited.

10) No Simultaneous login are allowed for internet usage

11) In order to use the computer lab, users must enter their registration no with name in Lab register along with correct time in/out. No faculty/ staff / guest user can sit in the lab without making the entry on the lab registers.

12) All users (staff /students) have to fill the prescribed Performa (contains necessary information) for internet.

13) Special internet access rights for stipulated time periods will be given after getting approvals from the respective Authorities/HODs.

Misuse /Accidental breaches of policy

14) Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline as appropriate. Depending upon the nature of the violation or receiving such report, the designated authority reserves the right to take disciplinary action or terminate/suspend computing accounts/services at any time. In extreme cases, the account may be completely deleted and/ or the user will be prohibited to access IT facilities at DAVU.

15) Suspension, blocking, or restriction of access to information, IT services and network resources when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of DAVU IT resources.

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

REGISTRAR
DAV UNIVERSITY
JALANDHAR

<u>Undertaking for Faculty/Staff</u>

I _____ working as _____ in the

Department of _____ do hereby affirm that my ID

is _____.

That I have completely read and understood the General IT Policy of DAV University, Jalandhar and

I shall abide by the rules and guidelines contained in the General IT Policy of DAV University,

Jalandhar.

Signature of Faculty/Staff

Date: _____

Place: _____

Undertaking for Students

I _____ S/D/o _____ studying

in _____ Branch _____ Semester _____ Registration no. _____ do hereby

affirm that my ID is _____.

That I have completely read and understood the General IT Policy of DAV University, Jalandhar and

I shall abide by the rules and guidelines contained in the General IT Policy of DAV University,

Jalandhar.

Signature of Student

Date: _____

Place: _____

(Registrar)