

13. INFORMATION TECHNOLOGY POLICY

COMMON COMPUTING FACILITY

STANDARD OPERATING PROCEDURE

OVERVIEW

Internet connectivity presents with new risks that must be addressed to safeguard the facilities, vital information assets. Access to the internet will be provided to faculties, staffs and students (further referred as users) to support academic activities and only on and as needed. Access to the Internet by users that is inconsistent with academic needs results in the misuse of resources.

PURPOSE AND SCOPE OF THE DOCUMENT

The purpose of this policy is to define the appropriate uses of the internet by the students, faculties and staff of the Institute.

This policy applies to all internet users (Faculty, Technical staff, Administrative staffs, Contract/Temporary staff and Students and Research Scholars) who access the internet facility provided by the KGR CET. The internet users are expected to be familiar with and to comply with this policy.

INTERNET ACCESS REQUEST AND APPROVAL

Internet access will be provided to users for their academic needs only and they restricted to access the contents under the academic category only.

As part of the Internet access request process, the employee is required to read the Internet usage and Security Policy. The user must sign the declaration in the application that they understand and agree to comply with the policies. Users not complying with these policies could be subject to disciplinary action.

APPLY PROCEDURE

Students: All the students are required to submit an internet access request form to the CCF through the staff advisor.

Faculty/Staff: Faculty and staff members have to submit their duly signed request to the CCF for getting the access.

APPROVAL AND ACCESS

Applications will be examined and approved at CCF and a username and password will be given to the user. All the activities using this user id is logged at the CCF and the user is solemnly responsible for the activities associated with their user id.

REMOVAL OF ACCESS

Internet access will be discontinued upon completion of study of student, completion of contract, transfer of faculty/staff or any disciplinary action arising from violation of this policy.

The privileges granted to use and continuously monitored and may be revoked at any time if it is no longer needed by the user.

GENERAL GUIDELINES

- Internet users of KGR CET shall comply with applicable National/State/Cyber laws and rules and policies of institute. Examples of Rules and policies include, the laws of privacy, copy right, trade mark, obscenity and pornography. The IT act 2000 which prohibit hacking, cracking, spoofing and similar activities.
- According to the institute policy, the tethering/hotspotting of internet connection is liable for deactivating the connection.
- Users will be required to obtain necessary authorisation before using college connectivity. Users will also be responsible or any activity originating from their account
- Accounts and passwords should not under any circumstances be used by any other persons other than those to whom they have been assigned by CCF.
- In case of unauthorized use of account is detected or suspected, the account owner should change the password and report the incident to CCF.
- Users shall not use college network and connectivity to get unauthorised access to remote computers which may damage the operations of Institute.