ANAND AGRICULTURAL UNIVERSITY
ANAND
Rule & Regulations for the use of Internet
<u>CIRCULAR</u>

Internet access is an essential resource for an academic campus. Academic users expect a certain level of performance and availability. On the other hand, Internet access is a limited and expensive resource, and can easily be congested by uncontrolled and arbitrary usage. In addition, there are certain legal issues that arise when connecting the private network of the institute to the public Internet. Because of such reasons, it has been felt necessary to develop an Internet usage policy.

- **General Rules:**

1. The Anand Agricultural University (**AAU**) community should be aware that the Indian IT Act 2000, violation of which is an offence under national law, covers several Internet usage issues.
2. The **AAU** campus network and Internet access resources are meant for official use arising from the academic activities and administrative responsibilities of the faculty, staff and students of the Institute. Use of network resources for personal purposes is discouraged.
3. The **AAU** community should view the network resources with a sense of ownership and participation, and should actively help to prevent and to interdict any misuse. Procedures laid down, from time to time, regarding the management of network resources, must be understood and followed meticulously by the user community.
4. The **AAU** internet management reserves the right to scan all information carried by the network for the purpose of detecting and identifying inappropriate use. As such the privacy of information carried by the network is not guaranteed. Such scanning will be done only on approval by a competent authority. This is in concordance with the Indian IT Act 2000.

- **Rules for Appropriate Use**

1. Internet access will not be used for commercial activity, personal advertisement, solicitations, or promotions
2. The downloading of audio and video files is to be done strictly for official purposes.
3. Material that would be considered inappropriate, offensive or disrespectful to others will not be accessed or stored
4. Access to sites that are banned under law or that are offensive or obscene is prohibited. This is also an offence under the Indian IT Act 2000.
5. Use of the network to tamper with information on other computers, to deliberately spread harmful programs, to "hack into" and compromise other systems, or to cause damage of any kind using the internet, is prohibited, and is an offence under the Indian IT Act 2000. The user is liable for any civil losses caused, in addition to criminal prosecution under the Indian IT Act 2000.
6. External storage media without prior permission is strictly prohibited in the Concerned Internet Lab. If any student/ faculty want to use they can bring empty (formatted) usb pen drive or any other storage devices to take their backup downloaded from internet. However such storage devices are first required to be scanned by the antivirus software installed in the PC and then it can be used.

7. Social networking sites like orkut, face book, twitter etc are strictly prohibited.
8. Online gaming, gambling on the Internet sites, chatting rooms are strictly prohibited.
9. Any kind of financial web sites related to stock market or other financial matters for personal or commercial purposes is strictly prohibited.
10. Student should come with his/her I-card in the concerned Internet Lab. Without I-card he/she will not be allowed to seat in the lab.
11. Students as well as all the faculties are required to enter his/her entry in the respective Entry (time in & time out) Register before and after use of concerned Internet Lab.
12. Specifically, the Internet should not be used: For personal gain or profit, To represent yourself as someone else, To provide information about employees to persons or businesses not authorized to possess that information, When it interferes with your job or the jobs of other employees, When it interferes with the operation of the Internet for other users.
13. Faculty/student are required not to access/download any web-content related to entertainment (not related their academic purposes) like videos/songs/images.
14. Users should not access/upload/download materials that can be deemed objectable to other user. These include, but not limited to material are jokes, harassments or discrimination of a certain group of people based on:

    Race, National origin, Ethnic, Age, Physical Ability/Appearance, Sexual Orientation/ pornography, Religion, Political Affiation, Marital/Family/Social Status, Medical Status/ Conditions, Or any other action that is prohibited by law.

- **Rules for Email Usage:**

    1. The email service should be used primarily for official purposes.
    2. Since email accumulates over time, the storage in email servers can overflow. Users must, therefore, regularly clean out their mail-boxes, failing which system managers may delete excess emails.
    3. Use of the email service to send fraudulent, threatening, anonymous or harassing emails is prohibited.
    4. Messenger/chatting facilities like yahoo messenger or Google-talk etc are strictly prohibited.

- **Duties of Director IT**

    1. The management may monitor all Internet usages. All Internet activities can and will be logged for further review. This is to ensure all Internet users adhere to our policy.
    2. The management can and will block certain Internet activities that are deemed unsuitable and/or unacceptable.
    3. The following activities are deemed unproductive by the management and therefore NOT permitted:
        - Use foul/obscene/offensive language/material
        - Harassing, insulting others
        - Violation of laws (copyright and others)
        - Accessing sex/pornography/offensive and other improper materials
        - Hacking, damaging computers
        - Misrepresenting yourself/facts or others

4 Use of mobile phone by the students is strictly prohibited in the campus, so no student will be allowed to bring the mobile phone (even it is switched off) in the concerned Internet Lab. If mobile phone will found in any conditions with student; necessary action will be taken as per rules & regulations.

5. Damaging or destroying any PC, equipment, software, or data belonging to the concerned Internet Lab, including adding, altering, or deleting any kind of data on the workstation of the concerned Internet Lab is strictly prohibited.

- **Other Rules:**

  1. Users access the network via desktop/laptop machines on the campus network. Users are responsible and accountable for the usage of internet.
  2. Users must take adequate measures to prevent network misuse from computer systems that they are responsible for.
  3. Reasonable care should be taken to minimize the vulnerability of systems attached to the campus network. In particular, at department level users must apply appropriate service packs and antivirus software with latest virus definitions and client security solutions in their MS Windows machines, and necessary upgrades and OS patches for the systems.
  4. Users should not upload/save/send institute's confidential and/or sensitive material to the public or any locations that are considered not appropriate or insecure.
  5. Full internet access (without any restriction) will be given to one or two persons per unit/sub-unit/college/department in their respective PCs with the permission from the concerned authority. However such users have to access the internet within the above rules & regulations.
  6. The authority reserves the right to terminate any user's access to the Internet, at any time which may violate the appropriate use of internet. In any violation of these rules & regulations, appropriate disciplinary action will be taken against the concerned user.

Those who are using AAU Internet services employee/staff members/ officers/ students must have to fill up the enclosed form and the concerned internet user have to submit the filled in form to the undersigned within 15 days, otherwise their internet services will be discontinued. After receiving the internet usage form from the concerned user, he/she will be given user name and password personally in four days. Where there are Computer lab facilities with internet services at concerned College, they have to take undertaking from the students at there college level, then user name and password will be given to the concerned lab authority per PC per computer lab.

This circular issued with the concurrence of the Vice Chancellor and all AAU internet users have to follow strictly.

No. AAU/DIT/114 /2011   Date: 30-4-2011

Copy f.w.cs.to:
1. All University Officers, AAU, Anand.
2. All Unit Officer (Off campus and on campus), AAU.
3. All Rectors AAU Hostel, AAU, Anand.

You are requested to peruse this circular and get signed all employee/officers who use the AAU internet services.

Director, IT
ITC, AAU, ANAND.