



G. L. BAJAJ
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA, UTTAR PRADESH

**IT INFRASTRUCTURE USAGE
POLICY**

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

Registrar

G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U.P.)

Managed By : Rajiv Memorial Academic Welfare Society, Mathura
Approved By : All India Council for Technical Education, New Delhi
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow

IT INFRASTRUCTURE USAGE POLICY

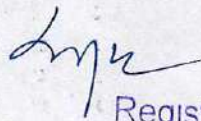
- Policy:** Access to the Internet through the Institute is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.
- Purpose:** To define policies and procedures for access to the Internet through the Institute network infrastructure.
- Scope:** This policy applies to all personnel with access to Internet and related services through the Institute network infrastructure. Internet Related services include all services provided with the TCP/IP protocol, including but not limited to Electronic Mail (e-mail), File Transfer Protocol (FTP), Gopher, and World Wide Web (www) access.
- Procedure:**

1.0 ACCEPTABLE USE

- 1.1. Access to the Internet is specifically limited to activities in direct support of official Institute academic and research activities.
- 1.2. In addition to access in support of specific work related duties, the Institute Internet connection may be used for educational and research purposes.
- 1.3. If any user has a question of what constitutes acceptable use he/she should check with the registrar office additional guidance.

2.0 INAPPROPRIATE USE

- 2.1. The Institute, Internet access shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials, pirated software & unauthorized downloading.
- 2.2. Use of Institute electronic mail (Intranet) or messaging services shall be used for the conduct of Institute, academic activities only. These services shall not be used to harass, intimidate or otherwise annoy another person.
- 2.3. The Institute, Internet access shall not be used for private, recreational or other non-Institute related activity.
- 2.4. The Institute Internet connection shall not be used for commercial or political purposes.
- 2.5. Use of the Institute, Internet access shall not be used for personal gain such as selling access of a Institute user login. Internet access shall not be used for or by performing work for profit with institute resources in a manner not authorized by The Institute.
- 2.6. Users shall not attempt to circumvent or subvert security measures on the Institute's network resources or any other system connected to or accessible through the Internet.
- 2.7. Institute users shall not use Internet access for interception of network traffic for any purpose unless engaged in authorized network administration.
- 2.8. Institute users shall not make or use illegal copies of copyrighted material, store such copies on Institute equipment, or transmit these copies over the Institute network.
- 2.9. **It is important to note that every staff of the Institute is bound to his/her duties and the role assigned and are serving the organization for the said purpose. Any unproductive work/engagement on Internet through Institute or Personal medium which do not cover the need of such usage under the preview of their role will be treated as unproductive/personal work/business and are subject to disciplinary action up to and including termination.**



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3.0 INTERNET AND E-MAIL ETIQUETTE

- 3.1. Institute employees shall ensure all communication through Institute e-mail (Intranet) or messaging services is conducted in a professional manner.
- 3.2. The use vulgar or obscene language is prohibited.
- 3.3. Institute users shall not reveal private or personal information without specific approval from management.
- 3.4. Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided.
- 3.5. Electronic Mail is not guaranteed to be private. Messages transmitted through the Institute e-mail system or network infrastructure are the property of Institute and are therefore subject to inspection.

4.0 SECURITY

- 4.1. Users shall not reveal account password or allow another person to use their account. Similarly, users shall not use the account of another user.
- 4.2. Access to Institute network resources shall be revoked for any user identified as a security risk or a demonstrated history of security problems

5.0 PENALTIES

- 5.1. Any user violating these policies is subject to the loss of network privileges and any other Institute disciplinary actions deemed appropriate.

6.0 USER COMPLIANCE

- 6.1. All terms and conditions as stated in this document are applicable to all users of the network and the Internet connection.
- 6.2. All users must agree to abide by this policy by signing the Acknowledgement of Receipt and Understanding form

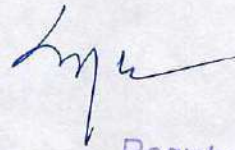
USER COMPLIANCE

All terms and conditions as stated above in this document reflect an undertaking of user and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to the loss of network privileges and any other Institute disciplinary actions deemed appropriate.

I understand and will abide by this *Computer and Internet Usage Policy*. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

Full Name:
Deptt. & Designation:

(Signature)
Date:



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DECLARATION

(BY THE STUDENT/USER FOR USE OF INTERNET SERVICE)

I,, Admission No.....
do hereby declare that I will use the Internet and / or WIFI facility provided by the Institute for Academic purposes only as per the Internet Policy of the institute. I also undertake that law covering usage / downloading of content which comes under infringement policies, failing to which Institute authorities are liable to take action against me as per the law of land in this regard.


(Signature of Student /User)

Date :

Uni. Roll No. :

Place:

Branch: Semester



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