

**IT Policy**

DO NOT COPY

## **IT Policy**

### **IT Usage Policy - General**

Please Read the following IIM Bodh Gaya IT Usage Policy CAREFULLY before accepting/rejecting the policy.

#### **Whom this Document Concerns**

All Users of IT infrastructure (Computers and the Network) at IIM Bodh Gaya.

#### **Reason for Policy**

This policy outlines the responsible use of the Information Technology Infrastructure (includes (PC) or desktop devices, portable and mobile devices, networks including wireless networks, Internet connectivity, external storage devices and peripherals like printers and scanners and the software associated therewith.) at IIM Bodh Gaya.

#### **Statement of Policy**

All users of IIM Bodh Gaya will be subject to the following **Acceptable Use Policy**. Users who violate any **Acceptable Use Policy** will be subject to disciplinary action, up to and including loss of privileges and/or expulsion and may be at risk for civil or criminal prosecution as per IT Act 2000.

All violations will be handled in accordance with IIM Bodh Gaya policies with respect to IT Act 2000.

#### **Employee training and education programme**

- With the permission of competent authority of Institute, a training programme for all employees who have access to covered data and information should be arranged with an invited expertise across the India.
- It is mandatory to conduct awareness programme for newly joined Employees in the Campus.
- In the interaction meet with newly admitted students, a quick presentation should be given to promote best practices of IT infrastructure and warn about the misuse leading to legal punishment as per IT act 2000.
- Digital flex may be used to promote best practices of do's and don'ts points of cyber safety measures.

#### **Changes if required to be made to the IT policy**

- In order to protect critical information and data, and to comply with looking into IT Act, 2000.
- Monitoring and review will be continuous process to adopt and amend the existing policy time to time in order to update and upgrade.
- As per contemporary times, with consent of legal advisory, special invitee expert's opinion and competent authorities of the Institute may be invited.
- Amendments of existing rules shall be applicable to all users.

## **Enforcement**

- This 'IT policy of IIM Bodh Gaya' will enforced in the campus of IIM Bodh Gaya.
- The IT Policy of IIM Bodh Gaya will be enacted with effect from all latest version as per near completion of the compilation by time to time or updated or upgraded version with number.
- As per competent authority approval it will be, w.e.f. the same, applicable to all IIM Bodh Gaya employees, staff and students.

## **Cyber Security and Safety Measures**

'Indian Computer Emergency Response Team' (CERT-In) an agency established under sub-section (1) of Section 70 B [As per IT Act, 2000].

CERT-In is operational since January 2004. The constituency of CERT-In is the Indian Cyber Community. CERT-In is the national nodal agency for responding to computer security incidents as and when they occur.

In the recent Information Technology Amendment Act 2008,CERT-In has been designated to serve as the national agency to perform the following functions in the area of cyber security:

- Collection, analysis and dissemination of information on cyber incidents.
- Forecast and alerts of cyber security incidents
- Emergency measures for handling cyber security incidents
- Coordination of cyber incident response activities.
- Issue guidelines, advisories, vulnerability notes and whitepapers relating to information security practices, procedures, prevention, response and reporting of cyber incidents.
- Such other functions relating to cyber security as may be prescribed.

In case, if IIM Bodh Gaya website is hacked then Core administrator should inform to CERN-In with an approval of competent nodal authority of the Institute.

## **Acceptable Use**

1. **[Computer Content]** I shall be responsible for all use of IIM Bodh Gaya network. In case I own a computer and decide to connect it to IIM Bodh Gaya network, I will be solely responsible for all the content on it (examples: all files/data, software). This provision will also apply to any computer or device for which I am responsible and is included in the meaning of "my computer". In case I do not own a computer but am provided IT resources by IIM Bodh Gaya, I will be held responsible for the content stored in the designated workspace allotted to me (examples: software, file storage area, web pages, stored/archived emails, on Computer Lab or Department machines).
2. **[Internet Traffic Generation]** I will be held responsible for all the network traffic generated by "my computer". I understand that network capacity is a limited, shared resource. I agree that physically tampering with network connections/equipment, sending disruptive signals, or making EXCESSIVE USE

of network resources is strictly prohibited. Repeated offenses of this type could result in permanent disconnection of network services. I shall not share the network connection beyond my own use and will not act as a forwarder/masquerader for anyone else.

3. [**Academic Use Only**] I understand that the IT infrastructure at IIM Bodh Gaya is for academic use and I shall not use it for any commercial purpose or to host data services for other people or groups. Also, I shall not host or broadcast information that might harm others or may be otherwise considered objectionable or illegal as per Indian law.
4. [**E-Bullying and Harassment**] I shall not attempt to deceive others about my identity in electronic communications or network traffic. I will also not use IIM Bodh Gaya IT resources to threaten, intimidate, or harass others.
5. [**Respect Privacy**] I will not intrude on privacy of anyone. In particular, I will not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.
6. [**Administrative Monitoring**] I understand that the IT resources provided to me are subject to monitoring, with cause, as determined through consultation with the IIM Bodh Gaya administration, when applicable. The monitoring may include aggregate bandwidth usage to effectively manage limited IT resources as well as monitoring traffic content in response to a legal or law enforcement request to do so. I authorize IIM Bodh Gaya administration to perform network vulnerability and port scans on my systems, as needed, for protecting the overall integrity and efficiency of IIM Bodh Gaya network.
7. [**Antivirus and Clean System**] I shall maintain my computer on this network with current virus detection software and current updates of my operating system, and I shall attempt to keep my computer free from viruses, worms, trojans, and other similar programs.
8. [**Software Piracy**] I shall not use any device to engage in any form of unlicensed software storage/usage and illegal file sharing (examples: copyrighted material, obscene material) using torrents etc.
9. [**Legitimate Use of E-Resource**] Electronic resources such as e-journals, e-books, databases, etc. made available on internet are for academic use. These resources can be searched, browsed, and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited. Use of robots, spiders or intelligent agents to access, search and/or systematically download from the e-resources is also prohibited. Any violation of this policy will result in penal action as per the rules and regulations of the Institute. I am aware that Systematic downloading will result in the publisher blocking the entire community of users at IIM Bodh Gaya from accessing these resources.

10. [**Email Usage**] I will not overload IIM Bodh Gaya email services. I understand the limited capacity of the email server, and hence, I will use the email services only for academic /official purpose.
11. [**Login and Password**] I will not share my login data (user id and password) with others. I understand that using someone else's password to access services or data is also a violation of policy, regardless of how the password was obtained.
12. [**Firewall Bypassing**] I understand that I will not take any steps that endanger the security of the IIM Bodh Gaya network. Specifically, I will not attempt to bypass firewalls and access rules in place. This includes not setting up servers of any kind (examples: web, mail, proxy etc.) that are visible to the world outside the IIM Bodh Gaya campus. In critical situations, IIM Bodh Gaya authorities reserve the right to disconnect any device or disable any account if it believed that either is involved in compromising the information security of IIM Bodh Gaya.
13. [**Penalties**] I understand that any use of IT infrastructure at IIM Bodh Gaya that constitutes a violation of IIM Bodh Gaya Regulations could result in initiation of administrative or disciplinary procedures.
14. [**Theft and Loss Policy of IT asset**] If any IT asset provided to faculty/staff/student is lost/damaged, then the case would be undertaken by the competent authorities. The depreciated cost of the asset may need to be paid by the concerned person in case of gross negligence and carelessness.
15. [**IT asset redemption**] If any person wants to redeem the asset that was provided to him/her at the time of leaving the institute or during the employment period, he/she has to pay the depreciated cost of the concerned asset as determined by the finance and IT department. However, the final decision of redeeming the IT asset would be based on the sole discretion of the competent authority.
16. [**Computer Center**] If IT assets are lost/stolen from the computer center, and it is proved that a specific person has taken it without the permission of the competent authority, strict action would be taken against him/her. If it is found that some IT asset is missing after a particular class/lab in the CC, and source cannot be found, a fine may be charged on the whole batch based on the discretion of the competent authority.
17. [**CCTV Camera**] Any tampering with the CCTV cameras installed in the institute premises is strictly prohibited. Severe punishment may be attracted if a person is found to be tampering with the CCTV camera.
18. [**Biometrics Machine Usage Policy**] Any tampering/spoofing/illegal usage of the biometric machine used for attendance may attract hefty fine/punishment.
19. [**Video Conferencing**] A person needs to send email request to the IT department in case they want to use the video conferencing facility of IIM Bodh Gaya. The resource may be allocated to the concerned person based on the availability of the resources.

20. [**Computer Center Booking**] If someone wants to use the computer center for conducting quiz/exam/online exam for recruitment, he/she needs to make a formal request to the IT department well in advance through email. The resource may be allocated to the requester based on the availability of the same.
21. [**IT assistance**] If a person needs some IT assistance (printer/laptop not working), he/she needs to send an official email request to the IT department for the same for official records and better service.
22. [**Classroom/Auditorium/library IT Resources**] Any damage/tampering done to the IT resources present in the classrooms/auditorium/library shall attract penalty/action against the person involved in the tampering. If something is not working at these places, a request should be sent to the IT department using email for the resolution of the issue.
23. [**Website Update Policy**]: Any request for update of the institute website should come through the proper channel and should come well in advance. Any bug/error found on the website should be reported to the IT department through email.
24. [**Internet Problem**] Any problem related to the Internet should be reported to the IT department (Internet not working/slow speed, login failure etc.) through email.
25. [**Live Web Streaming and photo/video shooting**] A request should be sent well in advance if a person wants to do live streaming, video recording/ photography of an institute event based on the availability of the resources.

#### **Undertaking with respect to IIM Bodh Gaya IT Usage Policy**

##### **To Whom this Document Concerns**

**I have read the IT Policy and agree to abide by this Acceptable Use Agreement.**

Name of User:

Employee No/Roll No./Registration No:

Department:

Signature:

Date:

Place: