

# **Indian Institute Technology Indore**

## **Internet Access and Email Policy for new students of AY 2013-14**

Please read the following IIT Indore internet and email usage policy CAREFULLY before accepting the policy. The following guidelines are intended to help students make the best use of the Internet resources:

### **I. GENERAL DO'S**

1. Do respect the rule “**That which is not expressly permitted is prohibited**”.
2. Do keep your use of the Internet to a minimum.
3. Do check that any information you access on the Internet is accurate, complete and current.
4. Do check the validity of the information found.
5. Do respect the legal protections to data and software provided by copyright and licenses.
6. Do inform the Computer Committee immediately of any unusual occurrence.
7. Do contact the “System Manager”, Koushik Mondol, in case of any internet related problems.
8. Do contact the “Computer Committee”, in case if you find any ambiguity in understanding the rules.
9. Do register the Mac address of all the computers (desktop/laptop) when needed to for accessing IITI networks in Hostels.
10. Do use the internet only for work/professional related matters.
11. Do clean the browser history and cache periodically in order to prevent speed bottleneck.
12. Do remove any junk files (accidentally installed) immediately to prevent speed bottleneck.
13. Do contact DRAA, in case of any major dispute about internet problems.
14. Do use your rational judgement in the positive interest of the institute when accessing/downloading web contents.

### **II. GENERAL DONT'S**

1. Do not download the file(s)/images/videos/songs that bulk in size or which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
2. Do not download content(s) from Internet sites unless it is related to your work.
3. Do not download free unlicensed software from the Internet and install it upon the Organization's computer equipment.
4. Do not use the Organization's computers to make unauthorized entry into any other computer or network.
5. Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime. Do not reset or power-off any machine.
6. Do not represent yourself as another person. Do not share your password. Do not lock the screen unless you are sure to come back in 5 minutes. You should log out, if you are leaving the screen for a longer period.
7. Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.
8. Do not forget to log out when left unattended for more than 5 mins, to prevent any misuse.
9. Do not attach and transmit files (or programs) through email which contains illegal/unauthorized materials.
10. Do not contact anyone else besides the contact person mentioned in **# 7, 8 & 13 of section I** for any concerns.

### **III. PRIVACY AND SECURITY POLICIES**

1. The student will not intrude on privacy of anyone. In particular the student will not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.
2. The student understands that one will not take any steps that endanger the security of the IIT Indore network. Specifically, he/she will not attempt to bypass firewalls and access rules in place. This includes not setting up servers of any kind (examples: web, mail, proxy) that are visible to the world outside the IIT Indore campus.
3. The student shall not attempt to deceive others about his/her identity in electronic communications or network traffic. He/she will also not use IIT Indore IT resources to threaten, intimidate, or harass others.
4. The student shall maintain the provided computers on this network with current virus detection software and current updates of the operating system, and shall attempt to keep the computer free from viruses, worms, Trojan horse, and other such applications/malwares.
5. The student shall not involve in any illegal file sharing through internet/email.

### **IV. DISCIPLINARY ACTION**

1. A penalty system will be implemented, in case someone is found violating the above guidelines mentioned. The following penalty procedure shall be followed:

First Time- Warning shall be issued.

Second Time- Network will be disconnected for **a week**.

Third Time- Network will be disconnected for **a Semester**.

Fourth Time- Network will be disconnected for the **entire stay**.

#### **Please note the following**

**All activity on the Internet is monitored and logged.**

All material viewed is scanned for viruses.

All the content viewed is scanned for offensive material.