

General Advisory
on
Fair uses of Network, Internet, IT Resources and Email at IIT Indore

General Do's

1. Always follow the principle that *"what is not explicitly allowed is prohibited."* This means that unless a specific action or usage is clearly permitted by the rules, it should be considered off-limits.
2. Limit your internet usage to essential activities. Excessive use can impact network performance and availability for others. Also refrain from engaging in activities that consume excessive bandwidth, such as downloading large files or streaming high-definition videos during peak hours, to ensure fair usage for everyone.
3. Always verify the authenticity and validity of the information before using it for any purpose, especially for academic and professional matters. Ensure that any information you access on the internet is accurate and complete. Use reliable sources and double-check facts to avoid the spread of misinformation.
4. Adhere to all legal protections for data and software, including copyright laws and software licenses. Do not use or distribute pirated software or infringe on intellectual property rights.
5. Inform the CITC Department about any unusual occurrences or anomalies, such as potential security breaches or suspicious activities, to ensure a safe and secure network environment.
6. For any internet-related problems, contact CITC department/IT Helpdesk. They are responsible for addressing and resolving technical issues related to internet access.
7. Use the internet exclusively for work-related or professional activities. Personal use should be minimal and must not interfere with academic or institutional priorities.
8. Periodically clean your browser history and cache to prevent slowdowns and maintain optimal performance. Regular maintenance helps in smooth browsing experiences.
9. Immediately delete any junk files or unwanted software that may have been accidentally installed. This prevents clutter and ensures efficient computer performance.
10. Always use rational judgment and act in the best interest of the Institute when accessing or downloading web content. Avoid accessing inappropriate or non-educational sites.
11. Ensure that your personal data and credentials are secure. Avoid sharing passwords and use strong, unique passwords for different accounts to protect against unauthorized access.
12. Install and regularly update antivirus software on your devices to protect against malware and other cyber threats. This is crucial for maintaining a secure computing environment.
13. Follow all network policies and procedures established by the Institute. This includes compliance with any additional guidelines specific to certain departments or facilities. Institute IT policy can be viewed at - **IT policy** section on URL- <https://citc.iiti.ac.in>
14. If you find any ambiguities or have questions about the rules, reach out to the CITC department for clarification. Understanding the guidelines fully is essential for compliance.
15. Do visit <https://citc.iiti.ac.in/faqs/> for more information.

General Don'ts

1. Do not download files, images, videos, or songs that are large in size or contain inappropriate material such as pornography, racism, extreme political views, or content that incites violence, hatred, or any illegal activity.
2. Do not download content from the internet that is unrelated to your academic or professional work.
3. Do not download unlicensed/pirated software from the internet on the Institute's computers or any computer which is using Institute's network for Internet connectivity. Use only approved and licensed software to ensure compliance and security. Pirated software facilitate malware installation on computer and it's lateral spread, therefore causing security breaches.
4. Do not use the Institute's computers to make unauthorized entries into any other computer or network. This includes hacking or attempting to gain unauthorized access.
5. Do not disrupt or interfere with other users, services, or equipment on the network. Intentional disruption of computer systems and networks is illegal. Do not reset or power off any machine/network element without proper authorization.
6. Do not represent yourself as another person in any form of communication or online activity. Do not deceive others about your identity in electronic communications or network traffic. Always provide accurate information about your identity.
7. Do not share your password with anyone. Keep your login credentials secure to prevent unauthorized access.
8. Do not leave your screen unattended. Always log out if you need to leave your computer to prevent unauthorized use.
9. Do not use the internet to transmit confidential, political, obscene, threatening, or harassing materials. Also, avoid sending content protected by intellectual property rights without permission.
10. Do not attach and transmit files or programs through email that contain illegal or unauthorized materials.
11. Do not contact anyone other than the designated contact persons mentioned in the guidelines for any concerns or issues.
12. Do not send emails to any community or group unless you have specific authorization to do so.
13. Do not tamper with network switches by removing or adding personal network cables, or use of access points (APs) for your own LAN setup. Any of such action will result in disciplinary action.

Privacy and Security Policies

1. Do not intrude on the privacy of others. Respect the confidentiality of personal information.
2. Do not attempt to access computers, accounts, files, or information belonging to others without their explicit knowledge and consent. Hacking or unauthorized access is strictly prohibited.
3. Do not take any actions that endanger the security of the IIT Indore network. Do not attempt to bypass firewalls or access controls. Avoid setting up any servers (e.g., web, mail, proxy) that are visible outside the IIT Indore campus.
4. Do not use IT resources to threaten, intimidate, or harass others. Respect the rights and dignity of all users.
5. Keep your provided computers updated with current virus detection software and the latest operating system updates. Regularly check for and remove viruses, worms, Trojan horses, and other malicious software.
6. Do not engage in illegal file sharing through internet or email. This includes the unauthorized distribution of copyrighted material.
7. Use your provided email ID for official communications only. Personal use should be kept to a minimum and must not interfere with institutional activities.
8. Please be advised that your institute email ID will be deactivated upon course completion / No dues completion. Therefore, avoid using it for personal purposes, including in research publications or any activities unrelated to the institute.

By following these detailed guidelines, you help maintain a secure, respectful, and efficient internet and email environment on campus.

Note:

1. All internet activity on the campus network is closely monitored and logged.
2. Every piece of material you access or download from the internet is automatically scanned for viruses and other malicious software.
3. All content you view or access on the internet is scanned for offensive material. This includes filtering out and blocking content that is deemed inappropriate.

DECLARATION

I acknowledge and understand that the IT resources provided to me by IIT Indore are subject to monitoring under specific circumstances as determined through consultation with the IIT Indore administration, when applicable. This monitoring includes aggregate bandwidth usage for the effective management of IT resources, as well as the monitoring of all traffic content (including content secured by HTTPS, VPN, or any encrypted method) in response to a legal or law enforcement request.

I hereby authorize the IIT Indore administration to conduct network vulnerability and port scans on my systems as necessary to protect the overall integrity and efficiency of the IIT Indore network.

I have read and understood the Institute Policy for Internet Access and Email Usage available at <http://academic.iiti.ac.in> (under Documents -> Other Rules & Regulations -> Academic Policies -> Internet Usage Policy) and Institute IT at “**IT policy**” section on URL- <https://citic.iiti.ac.in>. I agree to comply with these rules, as well as any additional rules that may be implemented from time to time. In the event of any violation, I accept that I will be subject to disciplinary action as deemed appropriate by the Institute.

Date:

Name and Signature of the Student

Endorsed by:

Name and Signature of the Parents