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GNLU

Gujarat National Law University

Gujarat National Law University
Administrative Directives

Subject: GNLU Information Technology Services Guidelines/Policy

1 Purpose:

The University, over the last few years, has taken several initiatives to use information and communication technologies for performing administrative functions, financial management, admissions, examination-related operations, stores management, library operations and services, teaching and research, hostel administration and a host of other activities. The campus wide network, using state-of-the-art technologies, was established in the year 2005. Ever since, the use of ICT and network-based services has witnessed phenomenal growth. With an aim to ensure proper use of IT resources and bandwidth; effective control on the activities taking place on the university's network, whether related to university or not; and security of university's IT-based resources, these guidelines are issued.

2 Scope:

Computers owned by University, whether purchased out of University's own resources or out of research projects' funds and their users will be covered by these guidelines and consequent Do's and Don'ts. Even the systems owned by individuals, when connected to university network will be subjected to the Do's and Don'ts detailed in these guidelines.

Further, the faculty, the students, the staff, the authorized visitors/visiting faculty and others who may be granted permission to use the University's IT infrastructure, shall comply with the guidelines. Offenders of University' IT guidelines and bye-laws enacted by State Government and Central Government shall invite action against them as per laws and byelaws of the University/State/Country.

3 General- Guidelines for ICT Facility Usage:

3.1 All may ensure security of the passwords given to them for internet access, email, or any other resource / purpose.

3.2 In view of the limited bandwidth available, visiting unwanted or unnecessary websites or downloading unnecessary files may be avoided.

3.3 Do not install unwanted or suspect software on the University computers.

3.4 Students are advised to procure and install a licensed copy of antivirus on their personal computers and also to regularly update it.

3.5 Internet access in the university is for academic activities and official purpose.

3.6 Do not download data in any form which is unauthorized to download

3.7 Any IT behaviour non-conducive to the academic atmosphere or working of the University may be refrained from.

3.8 Internet access in the university network is allowed only through the Internet Access

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User ID provided by the ICT Section to the user.

3.9 Guard your passwords and change them regularly. Do not share your User Account / Password with others to avoid misuse.

4 **General Prohibitions for ICT Facility Usage :**

4.1 Do not visit sites that fall under the following categories or may contain-

4.1.1 Pornography

4.1.2 Cracking

4.1.3 Hacking

4.1.4 Websites which can incite any offence under any law.

4.1.5 Purposes other than academics or administration.

4.2 Instances of visits to prohibited websites shall be dealt with strictly.

4.3 The Account Holder shall be held responsible for any misuse through his/her account.

4.4 Do not attempt to install any unwanted programs on the university computers.

4.5 Do not download abusive / suspicious files or mails.

4.6 After using University Computer, Shut down the system and keep the chair properly before leaving the Computer system.

4.7 In case of any problem with the system or the network in the University Campus, report to the ict@gnlu.ac.in; do not try to rectify it yourself.

4.8 Students can use Computer System and Audio system of Class Rooms with permission of faculty members.

4.9 Use of any Computers or related systems including mobile phones is strictly prohibited to be used during regular class hours.

Internet facility is provided to students for academic development & research. The misuse of the will be subjected to disciplinary or other appropriate remedial measures.

5 **System & Network Usage Guidelines :**

5.1 While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. As far as possible, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

5.2 User's machines, where potentially damaging software is found to exist, will be liable to be disconnected from the university campus network.

5.3 If the user's activity adversely affects the network's performance, such a machine is liable to be disconnected from the university campus network.

5.4 Access to remote networks using the university network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the university network connects.

5.5 Use of university network and computer resources for personal commercial purposes is strictly prohibited.

5.6 Network traffic will be monitored for security and performance reasons.

5.7 Impersonation of an authorized user while connecting to the university network will amount to violation of the guidelines. It will lead to termination of the connection and will invite disciplinary/legal action.

5.8 Computer system should be moved from one location to another with prior written intimation to the ICT Section, as ICT Section maintains a record of computer identification names. Such computer identification names follow a specific convention.

As and when any deviation (from the list maintained by ICT Section) is found for any computer system, network connection will be disabled. However, connection will be restored on written request of the user by e-mail.

6 E-mail Account Use Policy :

6.1 Communication by e-mail facilitates almost instant delivery of messages and documents to the campus and extended communities or to distinct user groups and individuals. Use of e-mail also results in lot of saving and environmental protection.

6.2 The university staff will, therefore, use University's official e-mail services for all official communication by logging on to university website (http://www.gnlu.ac.in) – 'Webmail' with their User ID allotted by ICT Section.

6.3 For obtaining the university's email account, the staff may contact ICT Section for e-mail account by submitting an application in a prescribed proforma.

6.4 For obtaining user account for internet access, the users may contact ICT Section for user account by submitting an application in a prescribed proforma.

6.5 The staff will keep their e-mail account active by using it regularly.

6.6 Users must be aware that by using the email facility, the users are agreeing to abide by the following policies:

6.6.1 The facility should be used primarily for academic and official purposes, and to a limited extent, for personal purposes.

6.6.2 Using the facility for illegal/commercial purposes is a violation of these guidelines. It will entail withdrawal of the facility, besides other disciplinary action(s). The illegal use includes the unlicensed and illegal copying or distribution of software, generation of threatening, harassing, abusive, obscene or fraudulent messages/images, and other acts of similar nature.

6.6.3 While sending large attachments to others, the user will ensure that the recipient has e-mail facility that allows him to receive such large attachments.

6.6.4 User should keep the mail box used space within about 80% usage threshold, as 'mail box full' or 'mailbox almost full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

6.6.5 User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is essential from the point of security of the user's computer; as such messages may contain viruses that have potential to damage the valuable information on your computer.

6.6.6 User should configure email client software (Outlook Or any other good email client software) on the computer that they use on permanent basis, so that periodically they can download the mails in the mailbox on to their computer, thereby releasing the disk space on the server. It is user's responsibility to keep a backup of the incoming and outgoing mails of their account.

6.6.7 User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

6.6.8 User should refrain from intercepting, or trying to break into others email accounts, as it amounts to infringing the privacy of other users and violation of these guidelines.

6.6.9 While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without glancing into its contents, by the user who has occupied that computer for its use.

6.6.10 Impersonating email account of others will be taken as a serious offence under these guidelines. It will invite legal action against the offender. Depending upon the gravity of the content of the email, when a student indulges into any electronic communication act to malign or disrepute or make false allegations, against a faculty member, staff, other students including alumni or the university as a whole, the University Disciplinary Committee may consider sending such content to the employers/recruiters/internship agencies and parents as appropriate.

6.6.11 It is ultimately each individual's responsibility to keep their e-mail account free from violations of university's email usage guidelines.

The above laid down guidelines particularly 1 to 11 are broadly applicable even to the email services that are provided by other sources such as Gmail.com, Hotmail.com, Yahoo.com etc., as long as they are being used from the university's campus network, or by using the resources provided by the university to the individual for official use even from outside.

7 University Database :

7.1 These guidelines relate to the databases maintained by the university. Data is a vital and important University resource for providing useful information. Its use must be protected even when the data may not be confidential.

7.2 Database Ownership: Gujarat National Law University Gandhinagar is the data owner of all the data generated in the university.

7.3 Custodians of Data: Individual Centres/Centres or departments generate portions of data that constitute university's database. They may have custodianship responsibilities for portions of that data.

7.4 Data Administrators: Data administration activities may be delegated to some of the officers in that department by the data Custodian.

7.5 For the purpose of e-Governance, Information System requirements of the university may broadly be divided into seven categories. These are:

7.5.1 The university's data should not be allowed to a person outside the university unless express written permission of ICT Section and Director/Registrar is obtained.

7.5.2 Data from the University's Database including data collected by departments or individual faculty and staff, is for internal university purposes only, unless authorised otherwise by competent authority.

7.5.3 One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies, the university makes information and data available based on those responsibilities / rights.

7.5.4 Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the office of the University Registrar.

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7.5.5 Requests for information from any courts, attorneys, etc. are handled by the Registrar Office of the University. The departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies shall be forwarded to the Office of the University Registrar for response.

7.5.6 At no time information may, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes. This includes organizations and companies which may be acting as agents for the university or its departments.

7.5.7 Database users who repackage data for others in their unit must inform the recipients of the above data access issues. Re-packagers are responsible for informing and instructing those to whom they disseminate data from the database.

7.5.8 Tampering of the database by the department or individual user comes under violation of these guidelines. Tampering includes, but not limited to,

7.5.8.1 Unauthorised modification/deletion of the data items or software components.

7.5.8.2 Modifying/deleting the data items or software components deliberately with ulterior motives even by authorised individuals/ departments.

7.5.8.3 Causing database or hardware or system software crash thereby destroying the whole of or part of database deliberately with ulterior motives by any individual.

7.5.8.4 Attempt to break security of the database servers. Such data tampering actions by a university member or outside members will invite disciplinary/legal action against the offender by the university. If the matter involves illegal action, law enforcement agencies may become involved.

8 Filing of Complaints by the Users :

8.1 All network/ICT Equipments related complaints should be filed with the ICT Section through e-mail/Complaint Register.

8.2 ICT Section will attend to such complaints as early as possible.

8.3 ICT Section will maintain a log of the complaints received and complaints attended.

9 Campus Network Services Use Agreement :

All the users of the campus network facility shall be deemed to have accepted all the provisions University's IT policy in letter and spirit. It is, therefore user's responsibility to make himself / herself well aware of the IT guidelines. Ignorance of the existence of University IT guidelines shall not be an excuse for any user's infractions.

10 Enforcement :

ICT Section will periodically scan the university network for provisions set forth in the Network Use guidelines. Failure to comply will make the user liable for discontinuance of service to the individual who is responsible for violation of IT guidelines.

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