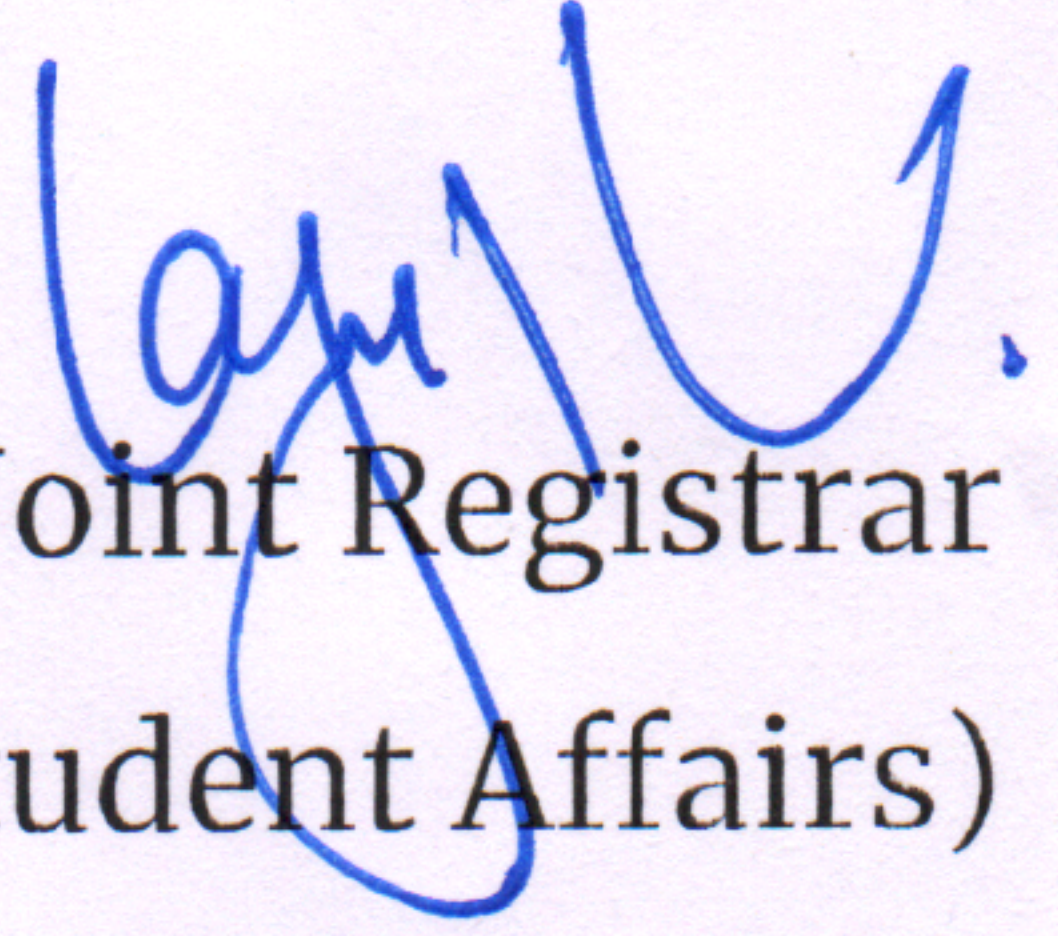File No.1-22/SA/IITRPR/2021/976   Dated:17/03/2023

Circular

The guidelines of Ethical Use of Network and Computers at IIT Ropar are attached at Annexure-I for the information of all the students. The "Ethical Use of Network and Computer resources guidelines" are intended to protect you as well as the Institute and to ensure that the Institute's resources are used appropriately, lawfully and equitably.

The users of the Internet from Institute's equipment or connecting to the Institute's network must adhere to the guidelines. In case of any violation of these guidelines, strict disciplinary action will be taken.

This issues with the approval of the competent authority.

Joint Registrar
(Student Affairs)

Copy to:
1. Student Broadcast
2. Dean's Broadcast & HOD Broadcast
3. Associate Dean, SA
4. Chief Warden & Wardens
5. Chairman IT Committee/ IT Advisor
6. Assistant Security Officer
7. All Hostel Caretakers
8. Circular Section-SA website (IT section is requested to do the needful)
9. Notice Board (Hostel, Mess & Utility)

Ethical Use of Network and Computers @IIT Ropar - Guidelines for Students

1. Introduction

The Ethical Use of Network and Computer resources guidelines are intended to protect you as well as the Institute and to ensure the Institute's resources are used appropriately, lawfully and equitably.

The aim of providing internet access, computers and network as resources to students & scholars is to enhance the learning through access to vast, diverse resources enabling them to study, research and thereby disseminate successful educational materials, procedures and practices. Appropriate use should always be legal, ethical and reflect academic honesty.

The IIT Ropar supports safe, fair and proper usage of the Internet. Users of the Internet from Institute's equipment or connecting to the Institute's network must adhere to the Institute's guidelines. Use of the Institute's Internet systems is intended for academic, educational, professional, research and day-to-day business of IIT Ropar only. Personal use is permitted where such use does not affect the User's quality of work or that of their colleagues, is not detrimental to the IIT Ropar in any way, does not place the individual or the Institute in breach of statutory or other legal obligations. Users are accountable for their actions on Internet systems.

The following guidelines are intended to help users to make the best use of the Internet resources:

2. Acceptable Use

DO'S

1. Do keep your use of the Internet to a minimum.
2. Do check that any information you access on the Internet is accurate, complete and current.
3. Do check the validity of the information found.
4. Do respect the legal protections to data and software provided by copyright and licenses.
5. Do inform the IT Team immediately of any unusual occurrence.
6. Do contact the IT Team, in case of any internet /network related problems.
7. Do use the internet only for work/professional related matters.
8. Do use the email facility primarily for academic, research & official purposes and to a limited extent for reasonable personal purposes.
9. Do keep backup of important emails.
10. Do clean the browser history and cache periodically in order to prevent speed bottleneck.
11. Do remove any junk files (accidentally installed) immediately to prevent speed bottleneck.
12. Do use your rational judgment in the positive interest of the institute when accessing/downloading web contents.
13. Do maintain the provided computers on this network with current virus detection software and current updates of the operating system, and attempt to keep the computer free from viruses, worms, Trojan horse, and other such applications/malwares.

14. Do log out and properly shut-down your computer if you are not going to use it for a longer period.

3. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

DONT'S

1. Do not download the file(s)/images/videos/songs that are large 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 or install any software from the Internet without a valid license/permission to use that software.
4. Do not use the Institute'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.
6. Do not impersonate someone else on the computers/networks.
7. Do not share your password.
8. Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.
9. Do not attach and transmit files (or programs) through email which contains illegal/unauthorized materials.
10. Do not intrude on the privacy of anyone. In particular the student must not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.
11. Do not take any steps that endanger the security of the IIT Ropar network. Specifically, do not attempt to bypass firewalls and network/computer/software 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 Ropar campus.
12. Do not attempt to deceive others about your identity in electronic communications or network traffic.
13. Do not use IIT Ropar IT resources to threaten, intimidate, or harass others.
14. Do not involve in any illegal file sharing through internet/email.
15. Do not distribute chain letters.
16. Do not access online gambling sites.
17. Do not use the IIT Ropar's IT infrastructure for any commercial purposes unless specifically permitted by the competent authority.

4. Violations

Violations of these guidelines may result in disciplinary action.

A penalty system will be implemented, in case someone is found violating the above guidelines mentioned. The following penalty procedure shall be followed:
1. First Time- Warning shall be issued.
2. Second Time- Network will be disconnected for a week.

3. Third Time- Network will be disconnected for a Semester.
4. Fourth Time- Network will be disconnected for the entire stay.
5. **Monitoring**

The Institute reserves the right to review any material on user accounts and to monitor file server space. The system administrator has the right to restrict or terminate network /internet access at any time for cause. The system administrator has the right to monitor network activity in any form that it sees fit to maintain the integrity of the network.

Some restrictions will be enforced via the Institute's firewall to assist with security compliance.

Please note the following activities on the Internet are monitored and logged. All material viewed is scanned for viruses. All the content viewed is scanned for offensive material.

The above guidelines will be reviewed and updated in the light of new regulations, incidents or changes in technology.