

# JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

## IT Policy

### 1. General

The Jaypee University of Information Technology (JUIT) is a reputed university of Engineering & Technology. Members of JUIT family (Student, Faculty & Staff) have access to desktop systems, Laptops, server and other devices which are connected to campus network. The campus network is connected to Internet via leased circuits purchased from two different Internet service providers (ISPs). In this way, email and other Internet services are made available across the campus to all the users.

### 2. IT-Infrastructure Policy

Internet access is an essential resource for the University, academic users expect a certain level of performance and availability. On the other hand, Internet access is a limited and expensive resource and can easily be congested by uncontrolled and arbitrary usage. In addition, there are certain legal issues that arise when connecting the private network of a university to the public Internet. It is because of such reasons that it has been felt necessary to develop an Internet usage policy.

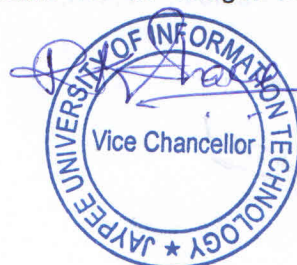
Use of the Internet is a responsibility and noteworthy privilege and right. All users of the Internet are therefore expected to use it in a responsible, efficient, ethical and legal manner. Failure to accept this responsibility may result in the removal of the user's access privileges to the Internet. Following are the guidelines for use of IT facilities of the University:

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing are illegal.

- i. Sharing passwords, using others passwords and accessing other user accounts are prohibited.
- ii. The JUIT campus network and Internet access will not be used for commercial activity, personal advertisement or promotions.
- iii. Downloading of audio and video files is to be done strictly for official purposes.
- iv. Access to sites that are banned under law or that are offensive or obscene is prohibited.
- v. The email service should be used primarily for official purposes.
- vi. A license is required for the use of software programs which are covered by copyright.
- vii. Users must ensure that they have either a commercial or public license (as in the case of 'free' software or open source software) for any software they install on the systems they are responsible for.
- viii. Users, who access the network via mobiles/desktop/laptop, other machines etc. on the campus network, are responsible and accountable for its usage. Id's are allocated to all the users.

*Nishu Sahni*  
Vice Chancellor

*January 2017*



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- ix. Users must take adequate measures to prevent network misuse from computer systems that they are responsible for.
- x. Reasonable care should be taken to minimize the vulnerability of systems attached to the campus network.
- xi. Users must apply appropriate service packs and antivirus and client security solutions in their MS Windows machines and necessary upgrades and OS patches for other systems.
- xii. If a department wishes to set up its own Internet access facility, then it should get in touch with the IT infra team of JUIT and ensure that deploying such an access facility does not jeopardize the security of the campus network.
- xiii. JUIT has budgetary provision to maintain and to upgrade/ update IT resources from time to time.

## 3. Computer System Management Policy

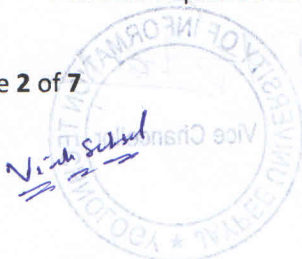
For most of the academic programmes in the University, computer laboratory facilities is integral and essential segment. With the growth of the University, the requirements for computing resources of departments have also been growing. The University is equipped with 12 dedicated computer labs with high configured computers and workstations to carry out various academic activities. The departments other than Computer science and Engineering are also provided with high end configured computers for specific interfaces as per their academic curriculum. The networked computing resources are provided to:

- i. Computing Labs
- ii. Core department Labs
- iii. Faculty members
- iv. Administration supporting staff
- v. Lab staff
- vi. Library
- vii. Research Labs
- viii. Classrooms.
- ix. Health Centre

### 3.1 Computing Resources Policy

The computing resources policy includes the following aspects:

- i. Services to be provided by the computing resources.
- ii. Addressing the problem of accessibility of the computer labs.
- iii. Departmental computing facilities.
- iv. Procurement of computing resources.
- v. Maintenance of computing resources.
- vi. Networking.
- vii. Periodic replacement of computing machines.



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- viii. Development and maintenance of the software required in the administration of the University.
- ix. Printers & printer usage.
- x. Upgradation and disposal of obsolete or unusable computing resources.
- xi. Repair and replacement of computer peripherals
- xii. Access control and usage monitoring according to internal policy as well as GoI policy.
- xiii. Donation of computers for social cause

This policy applies to all primary computer assets purchased with university funds.

- i. Services to be provided by the computing resources.**
  - a. Hardware and software resources are provided according to the requirement of running curriculum.
  - b. Every student can access a single machine during his/her lab classes.
- ii. Addressing the problem of accessibility of the computer labs.**
  - a. There are twelve computer labs with required hardware and software. The hardware peripherals and software are changed and updated time to time as per the student's requirements.
  - b. These Labs are updated times to times as per the curriculum.
- iii. Departmental computing facilities.**

Every faculty member and lab staff are provided with a personal computer.
- iv. Procurement of computing resources.**

Hardware and software updated from time to time as per requirements and on cyclic basis.
- v. Maintenance of computing resources.**

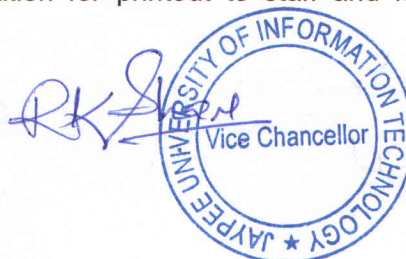
AMC of servers, printers, UPS and other hardware are checked on regular basis for maintenance and efficient working of all computing resources.
- vi. Networking.**
  - a. LAN and WIFI is provided to the entire campus including hostels, faculty and staff residences, SOR, academic block and JUIT Hospital.
  - b. WIFI and LAN facilities are available for 24 Hours.
- vii. Periodic replacement of computing machines.**

The outdated computer machines are replaced with new once on periodic replacement basis.
- viii. Development and maintenance of the software required in the administration of the University.**

The essential software required for registry and academic data base is provided to the administration of the university including supporting staff.
- ix. Printers & printer usage.**
  - a. Network printers provided at different location for printout to staff and faculty members of JUIT.

*Vishal Sood*

*June 2021*



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- b. Printing facilities provided to students at subsidized rates.
- x. **Upgradation and disposal of obsolete or unusable computing resources.**  
Old and unusable computers are disposed off every year through e-waste. Computing resources are upgraded with latest configuration on regular basis.
- xi. **Repair and replacement of computer peripherals.**  
The peripherals like printer cartridge, LAN connections, PCI cards, web cams, headphones with mikes and tablets with stylus for digital classrooms are repaired and replaced periodically.
- xii. **Access control and usage monitoring according to internal policy as well as Gol policy.**  
As per the academic rule book.
- xiii. **Donation of computers for social cause**  
Old working computers are donated by JUIT to nearby schools and panchayat from time to time, so that they can be used by the needy students and people.

## 4. Internet Policy

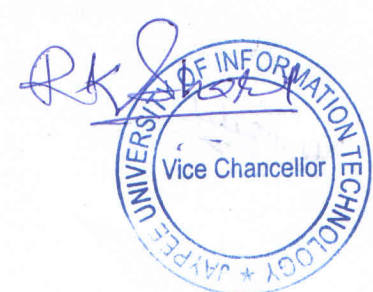
This policy defines what the University considers appropriate usage of the internet and how the access to internet will be managed and monitored. Internet and E-mail access is a privilege, not a right, and activities that may be acceptable on your private account at home may not be acceptable when using university-authorized service. The purpose of the Internet Access & E-mail Use Policy is to help clarify what standards are used to determine whether or not activity constitutes acceptable use of the University's network, wireless network and authorized Internet. However, all the applicable standards necessary to determine acceptable use may not be specifically cited here. Nothing contained in this policy shall be construed to limit the discretion of the school and its administrators or faculty to regulate residential or academic policy. Please understand that our technological policies are evolving and there will undoubtedly be changes to this Policy as we move forward.

### 4.1 Internet Access

- i. Internet access is provided by the University for the use of students, staff, faculty, and alumni only.
- ii. Internet access is a privilege, not a right, and is provided for academic and job-related purposes only. This includes, but is not limited to, conducting research for classes, submitting homework or class assignments via e-mail, and searching for employment or job-related information (students).
- iii. The Internet is not to be used to access or to disseminate illegal, objectionable, or obscene materials; to engage in any conduct, which may be considered to be inflammatory, abusive, or harassing. the Internet is not to be used to conduct personal business for profit. Chat rooms and adult-oriented sites are specifically prohibited.

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- iv. The University will report to law enforcement authorities any activities that may be considered illegal, as well as any reports it receives of such activities. The University will cooperate with law enforcement authorities when requested.
- v. The University reserves the right to monitor, record, or stop a computer session at any time.
- vi. Software made available through computers at the JUIT is licensed to the JUIT by the publishing companies. These programs must be used in accordance with applicable licensing and may not be copied for home use.
- vii. Users are expected to respect copyright and all other intellectual property rights. Inappropriate use may constitute fraud, plagiarism, or theft.
- viii. Users may download files from the Internet to their own USB, flash, and/or floppy disk, but they may not download to the University's computers or install any files or programs.
- ix. Users are responsible for checking for viruses. Neither the University nor the Libraries and Learning Resource Centers are liable for any damage to users' computers caused by files downloaded from the Internet.
- x. The University will review alleged violations of its Acceptable Use Policy on a case-by-case basis.
- xi. The University reserves the right to modify this policy at any time.

### 4.2 E-mail Use

You may expect that the content of e-mail messages you exchange with others is confidential because the University does not inspect e-mail content unless an investigative process is taking place. You should be aware, however, that e-mail messages are records that are subject to review with sufficient justification; they may be subject to legal investigation requests placed through proper channels.

Courts have ruled that e-mail records can be subpoenaed in some cases and the University's judicial system may determine that e-mail or other files are evidence that may be reviewed as part of the process. Under these circumstances, the privacy of your e-mail is not guaranteed. E-mail messages may be preserved as computer files on centrally-administered disks, so that it is possible for people other than you to see them. In this sense, they are not private.

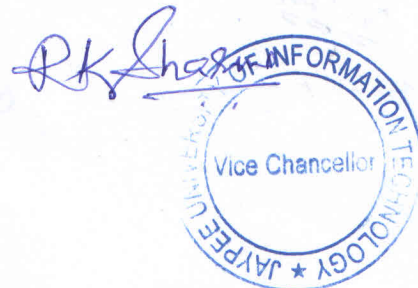
Faculty and staff can expect that e-mail messages are treated confidentially because the JUIT does not monitor employees' e-mail transactions. However, e-mail messages are written records that could be subject to inspection. Courts have also ruled that e-mail records and information in electronic form can be subpoenaed in some cases. The JUIT does not guarantee the privacy of e-mails.

When system problems occur, such as hardware or software failure or attacks by malicious users, the IT staff, who maintain the e-mail servers, are authorized to look at any information and any files on JUIT computers that are necessary to solve the problems and to protect the systems and the information they contain. It is part of the system administrator's job to do this and to treat any information on the systems as confidential.

In addition to the authorized actions of the University's system administrator, e-mail can end up in the hands of computing staff if it was inaccurately addressed and if it could not be delivered.

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People also make small mistakes in addressing their e-mail so that private messages appear in the e-mailbox of someone other than the intended recipient.

### 4.3 Official Electronic Communications

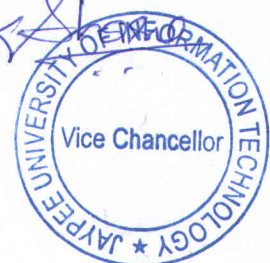
Student email accounts are created when applications are received and faculty/staff email accounts are created when the initial hiring documents are completed. JUIT email is the official means of electronic communication with students, faculty, and staff. Important university information will be sent to individual email accounts.

Violations Computing and telecommunications resources may be used only for legal purposes and may not be used for any purpose which is illegal, unethical, dishonest, damaging to the reputation of the University, inconsistent with the mission and goals of the University, or likely to subject the University to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

- i. Unauthorized use of the account of another. The individual account owner is responsible for the proper use of the account, including proper password protection. Non-university affiliated individuals cannot be given access to computer accounts.
- ii. Commercial or profit-making activities unrelated to the mission of the University or to University life.
- iii. Unauthorized copying of any software which is licensed or protected by copyright.
- iv. Failure to observe software copyrights and/or license agreements.
- v. Unauthorized copying or use of the intellectual work and property of others.
- vi. Extensive use of the Internet for private or personal business.
- vii. Unauthorized access to any University computer system and/or any computer system on the Internet.
- viii. Creating, displaying, or transmitting threatening or harassing language and/or materials.
- ix. Displaying obscene, lewd or sexually harassing images or text that can be in view of others in a public facility or location.
- x. Misrepresentation of one's identity in electronic communications.
- xi. Vandalism and mischief that incapacitates, compromises, or destroys University resources and/or security measures and/or violates applicable laws.

### 4.4 Hierarchy of Needs

Academic computing resources are provided in part so that users can learn, explore, and grow. However, activities related to the University's scholarly mission, such as completing class assignments or conducting research, take precedence over computing pursuits of a more recreational nature, such as exploring the Web or game playing. Game playing is specifically restricted to those times when resources are not needed for other purposes. Authorized University personnel may ask recreational users to relinquish computer use to accommodate educational needs.



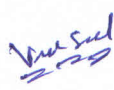
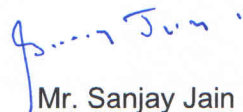
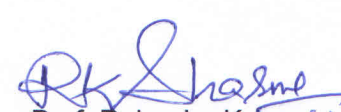
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## 4.5 Enforcement

Minor infractions of this policy are generally resolved informally by Information Technology personnel. This may be done through electronic mail or in-person discussion and education. Example, minor infractions are consuming excessive resources or overloading computer systems. Repeated minor infractions or misconduct which is more serious may result in the temporary or permanent loss of campus computer or network access. More serious violations include, but are not limited to, unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment, or threatening behavior. The Principal Consultant or his/her designee has the authority to limit access based on the seriousness of the infraction.

Anyone who feels that a student has violated the JUIT student code of conduct through the use of computing resources and/or facilities should contact the Vice Chancellor for Student Services to file a complaint against the offending party.

Signature			
Name	Prof. Vivek Kumar Sehgal	Mr. Sanjay Jain	Prof. Rajendra Kumar Sharma
Designation	HoD (CSE)	Principal Consultant	Vice Chancellor

