CHENNAI INSTITUTE OF TECHNOLOGY
Sarathy Nagar, Kundrathur, Chennai - 600069, Tamilnadu, India.

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ITPOLICY

Acceptable Use of the CIT Network

- This policy applies to all of the CIT Community including students, faculty, administrators, staff, alumnae, contract employees, and those who may be granted a guest computer account on a request basis by the systems administrator. For purposes of this policy, the CIT network includes all computers and software owned by the College, any communications hardware and software provided by the College for the purpose of accessing its computers, and any computer network governed in part or whole by the College. Any member of the community who violates this policy is subject to disciplinary action, as appropriate, and possible legal action under theInformation Technology **Act** 2000. In addition, students are bound by the CITHonor System in the use of computer resources on campus.This statement of policy is not meant to be exhaustive. The Information Technology Advisory Committee has the final authority about what is/is not considered acceptable use of computer resources.Purpose of the CITNetwork:

  CIT computing resources are provided for the use of the CITcommunity for educational and academic purposes. Use of the CITnetwork and all resources to which it is connected is a privilege, not a right. The CITnetwork is a resource provided by the College as an educational tool to exchange information more efficiently.

  The Information Technology Department manages the resources for the mutual benefit of all. Computing resources include labs used for general computing, computer classrooms used for instructional purposes, facilities required to maintain operations, and any computer that is connected to the CITNetwork. Access to these facilities is a privilege granted to the College community. Users must conduct computing activities in a responsible manner, respecting the rights of other computer users and respecting all copyright and computing license agreements. All computing and networking resources should be used in an efficient, ethical, and legal manner. The following conditions apply:

  - Use of accounts for instructional, research, or college related activities takes priority over users playing games, participating in online chats/activities or sending/receiving personal e-mail. Information Technology, or a representative thereof, reserves the right to ask a user utilizing system resources for non-academic purposes to logoff of the system to allow another user to use the system for academic purposes.
  - Use of computing resources for commercial purposes is prohibited, even if there is no financial gain involved. This includes, but is not limited to, use of e-mail and web publishing.
  - Using the system in a way that deliberately diminishes or interferes with the use of the system by others is not allowed. This includes downloading large music and video files for recreational use. Using personally or College-owned computers as file-serving/sharing systems is prohibited. Use of peer-to-peer file sharing applications such as: BitTorrent, Sharaza, or Gnutella as a tool to

download copyrighted music and videos .Allowing other computers to gain access to files on your machine via the network is not allowed.

- No user may permit another to use his or her computer account.
- Wireless access points, other than what is provided by the College, are not allowed.
- Do not intentionally seek information on, obtain copies of, or modify files, passwords, or any type of data or programs belonging to another user unless specifically authorized to do so by the account owner for a specific purpose.
- CITwill not tolerate use of college facilities for indecent communications of any kind, including transmission of any obscene material. The word "obscene" where it appears in this policy shall mean that which, considered as a whole, has as its dominant theme or purpose an appeal to the prurient interest in sex, that is, a shameful or morbid interest in nudity, sexual conduct, sexual excitement, excretory functions or products thereof or sadomasochistic abuse, and which goes substantially beyond customary limits of candor in description or representation of such matters and which, taken as a whole, does not have serious literary, artistic, political or scientific value. Due to the nature of Randolph College's privately owned network and equipment, prohibition of these materials is not subject to governmental free speech laws.
- Do not develop or execute programs that could harass other users or otherwise damage or alter software configurations.
- Intentional distribution of computer viruses is prohibited. Any computer connected to the CITnetwork must have virus protection software. CITprovides automatically updated antivirus software to those PC users who connect to its network. However, it is the responsibility of the user to verify that the antivirus updates are current so that the computer is protected from the most recent viruses.
- Follow established procedures as posted in the computer labs.
- E-mail and newsgroup spamming is prohibited. "Spamming" is defined as sending unsolicited messages to multiple recipients. This does not include e-mail sent from authorized faculty and staff members to specific audiences.
- Access to information on any network server or other network resource is restricted to that which users have been previously authorized. Attempting to access unauthorized data or resources is a violation of this policy.
- Upon terminating employment with the College, a user's account will be deleted at the end of that business day, or sooner upon supervisor's request. If a user is on leave, the account will be inactivated for that period of time. Supervisors should work directly with IT on contract employees. Any special request should go through the Office of Human Resources for approval.

Enforcement

Violations of this policy by staff or faculty will be referred to the Office of Human Resources or Principal of the College, respectively, for appropriate action and/or resolution.Violations of this policy by students or other non-College personnel will be referred to Principal for appropriate action and/or resolution.

Sexual Harassment

Use of the computing resources for the display or transmittal (for example, messages sent through e-mail) of sexually explicit or abusive language, pictures or video that could

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be considered offensive may also be handled under the College's sexual harassment policy.

Electronic Privacy

The Information Technology department will make every effort to safeguard the privacy of e-mail and data files stored on servers. Users are, however, reminded of the following:

- It may be possible, however unlikely, for individuals to obtain unauthorized access to users' e-mail or personal files.
- The College may be ordered by a court of law to surrender communications that have been transmitted via e-mail. If a user is under investigation for misuse of e-mail, his/her account may be suspended, and his/her e-mail read as it applies to the offense.
- A user's e-mail may be purged after an appropriate period, as determined by the CITChief Technology Officer, whether or not the messages have been read.
- Files stored on Randolph's network equipment are subject to evaluation and may be moved or purged depending upon file size and age.
- Users are reminded that changing their passwords on a regular basis is mandatory and will help maintain privacy.