



## AKSU THREE PART IT POLICY

AKSU relies, in part, on its computer network and e-mail system to conduct its business. To ensure that its computer resources, e-mail systems and resources are used properly by its employees, independent contractors, agents, and other computer users, AKSU has created both a Computer Resource Use Policy and an e-mail Policy as part of the AKSU Three Part IT Policy.

The rules and obligations described in the AKSU Three Part IT Policy apply to all users of AKSU's computer network, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action, including possible termination of employment, and civil and criminal liability.

It is every employee's duty to use AKSU computer resources and e-mail system responsibly, professionally, ethically, and lawfully.

The users/stack-holders of AKS University Information Technology Infrastructure are required to follow all the laws related to information technology and cyber laws notified by Government of India.

The information Technology policy of the AKS university will be upgraded time to time as deemed required, a copy of recent policy will be made available on AKS University official website.

### **PART ONE Policies and Procedures Regarding Use of Computer Resources & Network**

**Definitions:** From time to time in this Policy, AKSU refers to terms that require definitions: The term *Computer Resources* refers to AKSU's computer network. Specifically, computer resources includes, but are not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks, (for example, Internet, commercial online services, e-mail systems), that may be accessed directly or indirectly from the AKSU's computer network.

The term *Users* refers to all employees, independent contractors, consultants, temporary workers, and other persons or entities that use the Computer Resources.

**Policy:** The Computer Resources are the property of AKSU and may be used only for legitimate business or approved purpose. Users are permitted access to the Computer Resources to assist them in performance of their jobs. Use of the computer system is a privilege that may be revoked at any time.

In using or accessing our Computer Resources, Users must comply with the following provisions.

#### **No Expectation of Privacy**

The computers and computer accounts given to Users are to assist them in performance of their jobs. Users should not have an expectation of privacy in anything they create, store, send, or receive on the computer system.

*Waiver of privacy rights.* Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing management and authorized IT staff of AKSU to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that AKSU may use human or automated means to monitor use of its Computer Resources.

#### **Prohibited Activities**

*Inappropriate or unlawful material.* Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication, (such as bulletin board systems, newsgroups, chat groups), or displayed on or stored in AKSU's computers. Users encountering or receiving this kind of material should immediately report the incident to their managers.

*Prohibited uses.* Without prior permission from the Administrator, AKSU's Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs, (that is viruses or self-replicating code), or any other unauthorized use.

*Waste of computer resources.* Users may not deliberately perform acts that waste Computer Resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, engaging in online chat groups, or otherwise creating unnecessary network traffic.

*Communication of confidential information.* Sending, transmitting, or otherwise disseminating proprietary data or confidential information of the company is strictly prohibited.

## **Passwords**

*Responsibility for passwords.* Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account. Individual passwords should be alphanumeric with upper and lower case letters.

*Passwords do not imply privacy.* Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. AKSU has global passwords that permit it access to all material stored on its computer system-regardless of whether that material has been encoded with a particular User's password.

## **Security**

*Accessing other user's files.* Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability or access to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files or e-mail.

*Accessing other computers and networks.* A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

*Computer security.* Each User is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of AKSU's Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the company's network without authorization and to prevent the introduction and spread of viruses.

## **Viruses**

*Virus detection.* Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into AKSU's network and computers. To that end, all material received on any disk or USB media or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to AKSU MUST be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops might contain viruses. All files transferred from these computers to AKSU's network MUST be scanned for viruses.

User should update the Anti Virus software on their computers regularly.

All AKSU Computers have the Anti Virus Software activated & they should remain activated at all times. The user should not disable this option for any reason.

*Accessing the Internet.* To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to AKSU's network must do so through the firewall. Accessing the Internet directly is strictly prohibited unless the computer you are using is registered with IT.

## **Miscellaneous**

*Compliance with applicable laws and licenses.* In their use of Computer Resources, Users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and online activities.

*Other policies applicable.* In their use of Computer Resources, Users must observe and comply with all other policies and guidelines of the company.

*Amendments and revisions.* This Policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

## **PART TWO Policies and Procedures Regarding Electronic Mail**

### **A. Policy:**

The e-mail system is property of AKSU and may be used only for legitimate business or approved purposes. Users are permitted use of the e-mail system to assist them in performance of their jobs. Use of e-mail is a privilege that may be revoked at any time.

In using or accessing our e-mail system, Users must comply with the following provisions.

### **B. E-mail & Usage**

All Employees will be provided with a [user@aksuniversity.ac.in](mailto:user@aksuniversity.ac.in) ID.

This id ([user@aksuniversity.ac.in](mailto:user@aksuniversity.ac.in)) will be primarily used for business related e-mails.

If you use a local mail file (for example .PST), it has to be secured with a password. The User is responsible to secure their Mail.

Email and its contents, as well as any other data stored on or transmitted by AKSU-owned/approved equipment, are the property of AKSU. The company may access this data as need and without prior notice. Accordingly, do not assume that email and other communications are private. Please note that your PST is a property of AKSU.

You can send and receive mails within a size of 2 MB. Any other files or attachment that you may have to send or receive to/from customers, exceeding size of more than 2 MB has to take the IT approval. IT can help you in this process.

The users/stock-holders (including parents of students) of AKS University Information Technology Infrastructure are encouraged to provide suggestion and feedback on mail

### **Tampering With e-mail**

Forger or tampering with AKSU e-mail systems is a violation of this policy and will be taken very seriously and may result in disciplinary action, including possible termination of employment, and civil and criminal liability. *Examples include but are not limited to:*

Impersonating someone else and /or misrepresenting yourself.

Modifying a message and forwarding it without noting the changes (i.e., deletions, removal of recipients, content modifications, etc)

Fabricating a message and/or sender of a message

Bypassing the user-security mechanisms of the mail system in a malicious manner (such as creating bogus accounts)

### **E-mail Etiquette**

Email should not be used as a forum for political, religious, ethnic or other debate, or as a form of entertainment, such as chain letters etc..

AKSU prohibits obscene, profane, or otherwise offensive material from being accessed, stored on or transmitted via AKSU equipment or networks.

Make sure the subject line of your message provides a brief, clear description of the message contents.

Make sure you know to whom your email is being sent before sending it. If you are sending to an email group, think about whether every member of the group needs to read your message.

Be selective when forwarding or replying to an email message. Think about who really needs to see the message, forward it only to those who need the information.

Maintain e-mail etiquette. There are sites on the Internet that give you good guidelines to follow.

### **Email should never be used in any of the following ways:**

As a forum for political or religious debate

As a form of entertainment

To solicit for any private business or cause

To harass, intimidate, or threaten another employee, or any other person.

Additional obligations on communication regarding AKSU, please refer to the Intellectual Property Agreement.

**PART THREE Policies and Procedures Regarding  
Software Use**

The last portion of the AKSU Three Part IT Policy sets forth the principles governing the use of computer software by AKSU and its employees. These principles are based on the Software Publishers Association (SPA) guidelines for software use. Adherence to these principles will ensure compliance with all applicable copyright laws governing computer software as well as help AKSU avoid viruses and unauthorized usage.

**A. Software Licenses**

AKSU is licensed to use various kinds of computer software. Employees may not duplicate any licensed software or related documentation for use, either on the premises or elsewhere.

Employees may not provide licensed software to any outsiders, including vendors, contractors, etc.

Employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements. AKSU-owned software may not be loaded on a home/personal computer, unless expressly authorized by the Business Unit Manager and the IT Manager.

**B. Software Purchase**

All software acquired by AKSU must be purchased through the IT department at each site, using the appropriate purchase order forms and procedures. Software may not be purchased through employee corporate credit cards or petty cash unless approved by IT Manager.

**C. Registration of Software**

When software is delivered, it must first be delivered to the IT department to complete registration and inventory requirements. Software must be registered in the name of AKSU, not in an individual user's name. The IT department will maintain an inventory of software, including the date and source of acquisition, the location of installation, the name of the authorized user, the existence and location of backup copies, and the software serial number.

**D. Personal Software**

Employees are not permitted to load personal software on AKSU's computers without prior approval from their Manager and IT.

**E. ERP Educational Portal**

ERP Education Portal is copyrighted software that consists all required data All AKSU Employees cannot share its login credential with anyone. ERP Education Portal will be handled in the same manner as commercial software products.

**F. Periodic Audits**

The IT department will conduct periodic audits of all AKSU's computers to ensure compliance with software licenses.

Any questions about this AKSU Three Part IT Policy should be directed to the IT Manager.

*I have read the AKSU Three Part IT Policy and agree to abide by it. I also understand that a failure on my part to abide by this policy may result in disciplinary action.*

Signature

Date

Printed Name

*To be signed and returned to the Human Resource Department.*