



## **IT Policy for ISRA University Users**

- Isra University, Hyderabad uses its own in-house infrastructure for all IT services such as Web, LMS Learning Management System (Moodle), Email, OpenLDAP, Radius, Proxy and Database (ERP) etc since-2010.
- Upon joining the organization each Student and Employee is assigned a Universal Login credentials to access relevant services (Admission office sends the lists of fresh enrolled students and PSO of particular department sends requests of creation employee ID through his/her email address and the guests are entertained through VC Secretariat Office via email).
- AAA (Authentication, Authorization and Accounting) Services have been used to access IT Services of the organization.
- All network users are granted free and equal access to the Internet. Users should be mindful of the costs, nature of downloads and space requirements when downloading information from the Internet, as information easily accessible through the Internet does not necessarily need to be stored on the network drives. Download of research and work related data, which includes documents, presentations, spreadsheets are allowed.
- The organization does not encourage use of chat software i.e. (E.g. Facebook, Instagram, Twitter, Skype etc), unless authorized by office head.

## **Computer and Network Usage Policy**

- A. Voice/Data Point request and dial out facility
- B. Users/Group Accounts request
- C. Email Account Request
- D. IT Support Procedure
- E. Web Publishing/Posting on news groups/forums
- F. Intranet/Internet/Extranet/Email Usage
- G. Remote Access

Each user is offered an official desktop system with current satisfactory configuration. The following can be used to formulate a list of the minimum requirement of a system.

- Processor Model: Intel Core i5, 3.0GHz
- Size of RAM: 4GB – 16GB
- Monitor: 15” LCD or VGA
- Hard Disk Space: 240GB SSD
- Keyboard Type: USB
- Mouse Type: Optical

## **Intranet/Internet/Extranet/E-mail usage**

The use of the Isra Intranet/Internet/Extranet provides benefits to all Isra users.

Intranet/Internet/Extranet, however, are shared facilities and must be used properly. Choking of bandwidth by a single user can impact the work of hundreds of other users who are using the same, shared facility. Internet and email should not be used to access or disseminate illegal, defamatory, or potentially offensive information/content. Computer and network usage will be governed by the following policy:

1. Users should not exceed their allotted quota for saving data in centralized Folders.
2. Personal and Departments Centralized Storage folders are for official data only. No personal material should be stored in this area.
3. Playing Online Videos, Songs, and Games etc are strictly prohibited. Violations can lead to strict disciplinary action.
4. Internet usage must be for Education purposes only.
5. Only one machine should be connected to one Data Point, unless allowed by higher authorities. Sharing an IP/MAC address or setting up of proxy servers for multiple users is strictly prohibited unless authorized by Director IT.
6. Peer to Peer file sharing / Download software like Kazza, Get right, Morphous, download accelerator, Flash get etc must not be downloaded.
7. Avoid sending and receiving \*.Zip files. If receiving Zip file is necessary then scan it with installed anti-virus before opening it.
8. Email should be checked and downloaded frequently. Unused accounts will be disabled.
9. Isra Email should be used for official purposes only. No objectionable material should be disseminated using Isra network/email resources.
10. All Isra computer users must respect the copyrights in the works that are accessible through Isra network. No copyrighted work may be copied, published, disseminated, displayed, performed, or played without permission of the copyright holder except in accordance with the fair use or licensed agreement.
11. The university authorities may charge users for the Internet/Intranet/Extranet/e-mail usage to cover the expenses incurred on IT-Serv. Income generated by such charges would go to the IT-SERV head only. No other section/department is authorized to charge/collect money for the Internet/Intranet/Extranet/e-mail usage.
12. IT-SERV may require identity of machines (e.g. MAC address) to allow or block access of machine to the Intranet. In case of violations of IT policy, or improper use of Intranet, IT-SERV may block any machine at any time without any prior notice.
13. To use any type of torrents are strictly prohibited unless authorized by Director IT.