

Internet Access Policy

Vishwakarma University

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Title: Internet Access Policy.	Doc No.:
Approval Date: 18-07-2020	Review: Annual
Effective Date: 19-07-2020	Department: System and Technology

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1. Purpose

- The Internet usage Policy applies to all Internet users who access the Internet through the computing or networking resources of the VU. The VU's Internet users are expected to be familiar with and to comply with this policy, and are also required to use good judgment while using Internet services.
- An internet usage policy provides staff with rules and guidelines about the appropriate use of VU Internet access.

2. Scope

- Reference to the Internet should be taken to include all on-line services such as the World Wide Web, e-mail and File Transfer Protocol (FTP) servers. The guidelines mentioned hereinafter should:
 - Apply to all the staff
 - Third party service provider user having access to internet.

3. Objective

- The objective of this policy is to protect both the business and the staff while using internet services of the VU from information security risk and threats.

4. Policy Statement

- Internet access shall be provided based on business requirement and after approval from the CISO.

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- Illegally copy of information/resources/material protected under copyright law or to make that material available to others for copying from internet is strictly prohibited.
- The users are responsible for complying with copyright law and applicable licenses of VU's information assets.
- To ensure security and to comply with the Acceptable Use Policy, staff shall only access the Internet through a computer attached to The VU's approved Internet firewall or other security device(s).
- Bypassing internet security by accessing the Internet directly via personal connections such as Cellular Networks, modems, or proxy techniques or by any other means is strictly prohibited.
- Users must not deliberately perform acts that waste internet 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, playing games, engaging in online chat groups or other social media, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary load on bandwidth associated with non-business-related uses of the Internet.
- Staff should have no expectation of privacy in anything they create, store, post, send or receive using the VU's computer equipment.
- VU's internet is the property of The VU and may be used only for VU official purposes.
- User expressly waives any right of privacy in anything they create, store, post, send or receive using the VU's computer equipment or Internet access. User consents CISO to access and review all

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information in any form created, stored, sent or received by User through VU's Internet connection.

- The VU has the right to utilize hardware and software that makes it possible to identify and block access to Internet sites containing sexually explicit, other material deemed inappropriate and not in relation to VU's business.

5. Enforcement

- All Users have a responsibility to use The VU's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.
- Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under IT act 2000

6. Reference Documents

- Acceptable use of information Assets
- Access control policy
- Supplier Relationship management policy
- Mobile device management policy
- Bring Your Own Device Policy
- HR IT Policy

7. Distribution List

The following users have access to this policy:

- All Staff of Vishwakarma University

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8. Acronyms / Definitions

- VU: Here it refers to Vishwakarma University
- Staff: Here it refers to Teaching Staff/ Non-Teaching Staff/ Office Staff/ Peons
- System Administrator: here means an IT expert appointed by the VU.
- Copyright: is a legal right created by the law of a country, that grants the creator of an original work

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