INTERNET USAGE AND SECURITY POLICY

MANIPUR TECHNICAL UNIVERSITY

MANIPUR TECHNICAL UNIVERSITY, IMPHAL

(Version 1.0)

1. Overview

Internet connectivity presents with new risks that must be addressed to safeguard the facilities and its vital information assets. Manipur Technical University internet services is provided by the University, Users are therefore, bound by the regulations and policies on use. Access to the internet will be provided to faculties, staffs and students (further referred as users) to support academic activities and only on and as needed.

2. Purpose and Scope of the policy

The purpose of this policy is to define the appropriate uses of the internet by the students, faculties and staffs of the Manipur Technical University.

This policy applies to all internet users (Faculty, Technical staff, Administrative staffs, contract/temporary staffs, students and research scholars) who access the internet facility provided by the University through Wired or Wi-Fi networking.

3. Internet Access Request and Approval

As part of the Internet access request process, the employee is required to read the Internet usage and security policy. The user must sign the declaration in the application that they have understood and agrees to comply with the policies. Users not complying with these policies could be subject to disciplinary action.

3.1. Application Procedure

- Students: All the students are required to submit an internet access request form to the ITS Cell through the staff advisor.

- Faculty/Staff: Faculty and staff members have to submit their duly signed- internet access request form to the ITS Cell for getting the access.

3.2 Approval and Access

Applications will be examined and approved at the ITS Cell. A unique username and password will be provided to the user. All the internet activities being used with this user id are logged at the ITS Cell. Therefore, the user is solely responsible for all the activities associated with their unique user id.

3.3 Removal of Access

Internet access will be discontinued upon completion of study of the student, completion of contract, transfer of faculty/staff, or any disciplinary action arising from violation of this policy.

The privileges granted to users will be continuously monitored and may be revoked at any time if it is no longer needed by the user.

4. Usage Policy

4.1. General Guidelines

- Internet users of MTU shall comply with applicable National/State/Cyber laws and rules and policies of MTU. Examples of Rules and policies include, the laws of privacy, copy right, trade mark, obscenity and pornography. Users in the University network should obey the IT ACT 2000 which prohibits hacking, cracking, spoofing and similar activities.

- The tethering/hot spotting of internet connection is liable for deactivating the connection.

- Users will be required to obtain necessary authorisation before using University connectivity (in case of additional requirements).

- Users will be responsible or any activity originating from their account.

- Accounts and passwords are not transferable and therefore should not under any circumstances be used by any other persons, other than those to whom they have been assigned by ITS Cell.

- In case of unauthorized use of account is detected or suspected, the account owner should change the password and report the incident to ITS Cell.

- Users shall not use college network and connectivity to get unauthorised access to remote computers which may damage the operations of the University Network.

4.2. Security and Privacy

- Users should engage safe computing practices by establishing appropriate access restrictions for their account and computing devices, guarding their password and changing them regularly.

- Users are not to perform any unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods etc. Defaulters shall be dealt by the appropriate agencies or law enforcement agencies.

- As part of the security measures, all the activities are logged and monitored at the ITS Cell. Therefore, users should note that the use of University connectivity is not completely private.

- Security related misuse like breaking security of systems, trying to capture password of other users, damaging/gaining access to the data of the other users is taken most seriously.

4.3. Prohibited Downloads

The following downloads are specifically not allowed on computers unless approved in writing by ITS Cell.

- Any third party personal antivirus or firewall: Since adequate security has already been provided for on all machines via pre-defined firewall rules, third party firewalls may interfere with these rules thus endangering the network.

- Any Proxy servers, private fire wall, tunnelling software, connectivity sharing software.

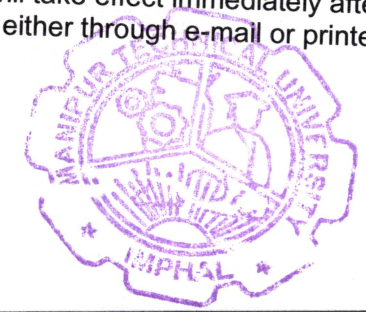
- Hacking tools of any sort: The use of any such tools on university network is strictly prohibited.
- Games & Movie trailers or previews.
- Any other copyrighted content/materials/software which are not appropriate to the user.
- Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on Manipur Technical University facilities, or on individual machines connected to the MTU network, is strictly prohibited.
- Students are expressly prohibited from engaging in illegal sharing or downloading. For the purpose of enforcing this provision, the term "illegal sharing and downloading" shall include the sharing or downloading of any data, files, software, information, music, videos, e-books, games, or other materials in violation of any third party's copyrights.

4.4. Wi-Fi Policy

- University Wi-Fi (SSID (Service Set Identifier) = "MTU") is available in the whole campus.
- The access to University Wi-Fi is applicable only for the registered users. The one who wants to avail the Wi-Fi facility, has to submit an application in the prescribed format and the personally bring the device to register at ITS Cell.
- The access to University Wi-Fi is restricted to the registered device only. Usage of University Wi-Fi in an unregistered device by spoofing/tethering will be treated as violation of this policy.
- Even if the access id is different, the registered Wi-Fi user is the sole responsible person for all the communications originated from the registered device.

4.5. Enforcement

- Users found violating this policy may be denied access to the University network until approved by competent authority and may be subject to other penalties and disciplinary action on the recommendations of administrative authorities.
- The University may suspend, block or restrict the access to an account, when it reasonably appears necessary to do so in order to protect the security, integrity or functionality of the network.
- Suspected violations of applicable laws may be referred to appropriate law enforcement agencies.
- Alleged violations will be handled through the University's disciplinary procedures applicable to the user.
- The policy may change as required and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means of communication either through e-mail or printed notices.

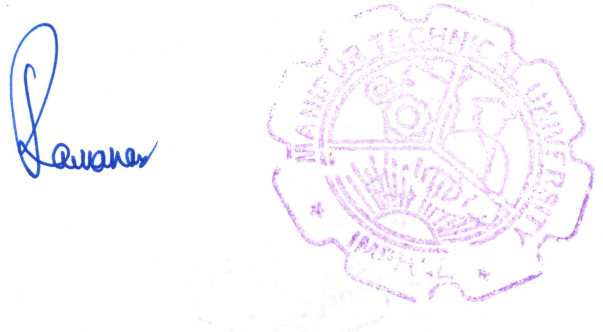


5. Disclaimer

- Manipur Technical University reserves the right, without notice, to limit or restrict individual's use and to inspect, copy, remove or otherwise alter any data, file or system which may undermine the authorized use of any computing facility or which is used in violation of University rules and policies.
- Manipur Technical University also reserves the right to periodically examine any system and other usage and account activity history as necessary to protect its computing facilities.
- Manipur Technical University disclaims any responsibility for loss of data or inference with files resulting from its effort to maintain security and privacy.
- Manipur Technical University reserves the right to amend these policies at any time without prior notice and to take necessary action to comply with applicable laws.

GENERAL DO'S & DON'TS

General Do's	General Don'ts
1. Do use the internet only for academic related matters.	1. Do not download content from Internet sites unless it is related to your academic work.
2. Do change your login's password regularly.	2. Do not make any unauthorized entry into any computer or network.
3. Do check the information you access is accurate, complete and current.	3. Do not represent yourself as another person. Do not share your password.
4. Do respect the legal protections to data and software provided by copyright and licenses.	4. Do not use Internet services to transmit confidential, political, threatening, obscene or harassing materials.
5. Do inform the ITS Cell in case of any unusual occurrence.	5. Do not attach/transmit files through email which contains illegal/unauthorized materials.
6. Do contact the ITS Cell in case of any Internet related problems.	6. Do not use the University network for Peer to peer file sharing.
7. Do clean the browser history and cache periodically.	7. Do not download any image/video/file which contain pornographic, racist, violence or any illegal activity.
8. Do sign off from captive portal when you are not using Internet or leaving the system.	8. Do not use Internet services to download movies/previews/games.



MTU IT SERVICES REQUEST FORM
(FOR STAFF)

Requesting Department/Section Details	
Name:	Designation:
Contact No.	Email:
Section/Department:	Date:

Nature of Request/Complaint:

1. Web-Upload 2. Procurement 3. Replacement 4. Repair 5. Disposal
6. Others

Category:

- ☐ Web- Upload
- ☐ Email
- ☐ IP-Phone
- ☐ Bulk SMS
- ☐ Portal
- ☐ Projector
- ☐ Internet/ Sophos
- ☐ Computer
- ☐ Printer / Cartridge
- ☐ Others

Specify in details

DECLARATION

I am authorized to raise this request on behalf of the above mentioned department and the request/complaint is purely genuine and not personal. The Head of Department/Section is informed about the request/issue. I have read the University policies and agree to adhere to them.

Signature of the Requestor

Official Use Only	
Log ID:	Assigned to:
Date Assigned:	Resolved on (Date):
Informed to Dept. (If finished): By ☐ E-mail ☐ Phone ☐ SMS ☐ In Person	
Remark:	

MANIPUR TECHNICAL UNIVERSITY IMPHAL

MTU IT SERVICES REQUEST FORM

(FOR STUDENT)

Requesting Student Details	
Name:	Department:
Contact No.:	Semester:
MTU Email:	Registration no:
Personal Email:	Date:

Category of Request/ Complaint:

- ☐ Internet
- ☐ Google Classroom
- ☐ CCTV footage (View Only)
- ☐ MTU email
- ☐ Portal
- ☐ Others

Specify in details

DECLARATION

I confirm that I have read, understand and agree to the Manipur Technical University's policies and agree to accept any consequences if fails to do so.

Signature of the Student

The above Person is a bonafide student of this department and the information given above by him/her is correct as per our records. He/she may be given the service as requested.

Signature of the Head Of Department

Official Use Only	
Log ID:	Assigned to:
Date Assigned:	Resolved on (Date):
Informed to Student (If finished): By ☐ E-mail ☐ Phone ☐ SMS ☐ In Person	
Remark:	

Ranana

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