



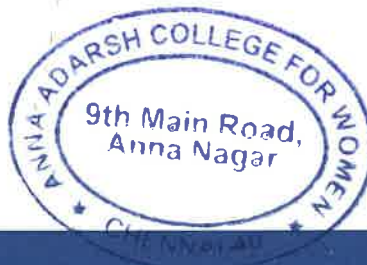
PUNJAB ASSOCIATION'S
ANNA ADARSH COLLEGE FOR WOMEN

Affiliated to the University of Madras
(Re-accredited by NAAC with A+ Grade)

IT INFRASTRUCTURE USAGE POLICY

The users of the college's computing, networking, and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system and protect the privacy and work of students and faculty.

1. Students and staff with authorized accounts may use the computing, networking, and other IT facilities for academic purposes, official Institute business, and for personal purposes so long as such use does not violate any law or any Institute policy.
2. The users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account.
3. Chain emails or mass emails or commercial advertising are not allowed without permission.
4. The users are expected to take proper care of equipment and are expected to report any malfunction to the staff on duty or to the in-charge of the facility. The users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
5. No food or drink is permitted in the laboratories. Also, causing a disturbance either through games / music / movies or talking and / or singing loudly (the list is not exhaustive) is prohibited.
6. Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline, depending on the nature of the offence. The institute authorities may take action by issuing a warning through disabling the account. In extreme cases, the account may be completely deleted and / or the user prohibited access to IT facilities at Anna Adarsh College for women, and / or reported to the Disciplinary Action Committee.



R. Shanthi

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7. The policy may change as and when it is considered appropriate, and the changes in policy will take effect immediately after a brief announcement by any means - e-mail, printed notices, or through the newsgroups.
8. The users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited. Users may share the required files through sharing software with proper Access Control List.
9. Any attempt to circumvent system security, guess other passwords, or in any way gain unauthorized access to local or network resources is forbidden. The users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
10. Downloading and installing of new software must be done with the explicit consent of the respective facility in-charges. Installation of unrecognized software on institute facilities, or on individual machines connected to the AACW network, is strictly prohibited.
11. To the extent possible, the users are expected to connect only to the official ANNA ADARSH COLLEGE SSID Wi-Fi network for wireless access. Setting up of unsecured Wi-Fi systems on the Network is prohibited.
12. Display of offensive material (either on computer screens or through posters, etc.) is strictly disallowed and serious action will be taken against offenders.



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