



## IT USAGE POLICY

### PURPOSE:

This document outlines the defined standards regarding the use of IT equipment and systems at IVS.

### WI-FI FACILITY:

- The Wi-Fi internet facility is available 24/7 throughout IVS campus.
- Personal laptops, Cell phones, tablets, etc can be connected to IVS Wi-Fi service.
- To use IVS Wi-Fi service, each device needs to be registered for the first time. Please contact IT staff for registration.
- After the device has been registered. The user will automatically be able to use the service.
- For any new device, the first-time registration will be necessary to use IVS Wi-Fi service.

### USE OF INTERNET:

The internet facility at IVS either through LAN or WI-FI is only provided for academic purposes. It is the responsibility of all students, faculty and staff to use these facilities responsibly and in an appropriate manner. As per policy, following type of websites are restricted and cannot be accessed:

- × Audio and video streaming services.
- × Interactive or online gaming sites
- × Gambling sites
- × Bulletin boards, social networks (Facebook, YouTube, WhatsApp, etc). However, WhatsApp text messages are permitted
- × Pornographic sites

Please note that interference from other devices is one of the most common reasons for decreased Wi-Fi performance. Interference may come from personal or departmental Wi-Fi devices (Zong, PTCL, etc) and other wireless devices using the same radio frequencies as Wi-Fi routers.

Users are strongly advised not to use personal devices at IVS.

### USE OF PCs AND LAPTOPS PROVIDED BY IVS

Following policies and terms & conditions apply to all IVS PCs and laptops provided to faculty, staff and students (in computer lab):

- All necessary software applications are pre-loaded in all IVS PCs/Laptops according to the requirement and job description of the user.
- Users are not permitted to install or uninstall any software or change system settings of any PC or laptop. Please contact the IT staff if there is any academic or official requirement to install specific software.
- IT staff will not entertain any request to install any software on personally owned PCs and laptops of students, faculty and staff.
- Do not use any USB, CD-ROMs or other storage media unless you are certain that they do not contain viruses or other malicious programs. If you are uncertain, please ask your IT team to check the media.

- To avoid misuse and to protect your data, please lock your computer screen if you leave your desk even for a short period. The user will be responsible for any misuse or loss of data.
- Users are advised to properly shutdown their personal computers or laptops when work is completed. Also ensure that all the IT equipment e.g. (PC, LED screens, Printers and UPS) are properly switched off from main source.
- Computer equipment provided by School must only be used for official purpose. Personal use of any equipment provided by the School is strictly prohibited.
- Please be aware that all information (files, e-mails etc) created or stored on an IVS owned computer or any other device is the property of the School.

## **POTENTIAL LOSS OF DATA**

- Do not use local disk drives (e.g. C:\ drive) or portable storage media for keeping sole copies of critical data. The C: drive on your PC may be deleted or overwritten at any time. Keep such data on IVS folder in your workstation. Also avoid saving data on computer's desktop.
- Immediately inform IT team if any equipment such as portable computers, storage media (CD-ROMs, USB memory sticks), etc is lost or stolen.
- If you accidentally delete or lose data, immediately report to IT team.

## **WORKING SECURELY**

- Do not let someone else use your login ID (including your colleagues or line manager) or use another person's login ID to access any file or to send e-mails.
- Do not write down your password. If you believe someone else knows your password change it immediately. Do not give your password to anyone else, including IT staff.
- Change your password on regular basis.
- When creating passwords do not use words in dictionaries, but where possible use a combination of letters, numbers, upper and lower case and/or punctuation characters.
- Do not leave computer unattended without locking the screen or logging out.
- Do not copy software or data belonging to the IVS to any third party, unless this has been approved.
- Do not reply to unsolicited e-mails (spam).
- Inform the IT Desk or IT Manager if you suspect someone of trying to access your data.

## **APPROPRIATE USE OF E-MAIL**

- Do not open e-mails or attachments which appear dubious or suspicious in any way. If you are warned of a suspected computer virus infection, hoax or persistent spam, report it immediately to your IT Manager at [ilyas.abdullah@ivs.eud.pk](mailto:ilyas.abdullah@ivs.eud.pk)
- Do not subscribe to non-business related mailing lists.
- Do not send defamatory, abusive or offensive e-mails either internally or externally.
- Do not send large attachments, for example graphics or movie files, as these can slow down the internet and network service for all users.
- Do not initiate or forward e-mail chain letters or send out unsolicited joke e-mails; they may offend any person. Recipients may also perceive them as harassment.
- Be aware that the content of e-mails is not private. Any comments you make about an individual in an e-mail may be disclosed to them if they make a Subject Access Request under Data Protection legislation. We may restore e-mails from backup, and this includes e-mails that you may have deleted. We keep backup record for a period of six months.
- Please note that auto forwarding to online e-mail accounts such as Hotmail or Yahoo is not safe. If you intend to send confidential or sensitive information or data this way, put it in a password-protected attachment.

## PRINTING FACILITY

- Printing facility in black and colour for students at a nominal price is available both at the computer lab and library.
- Faculty and staff members who are given individual or group printers are advised to use the service efficiently:
  - Reduce printing and where possible use softcopies of documents.
  - Always use duplex printing (printing on both sides of pages) to save paper.
  - Print draft copies on used recycled paper.

## COMPUTER LAB RULES & REGULATIONS

The Computer Lab facility is provided for academic purposes only. The lab is divided into two sections i.e. the **Teaching Lab** and the **End User Lab**.

It is the responsibility of students to use these facilities carefully and in an appropriate manner. By using IVS's computer labs, each student is responsible and agrees to abide by the following rules:

- The **Teaching Lab** will remain open from 8:30 am till 4:30 pm (Monday to Friday) and can only be used for scheduled classes as per the official timetable. Time slots for courses are allotted based on credit hour rating of the course, e.g. for a 3-credit hour course, 5 hours lab class is scheduled.
- CEP classes in the **Teaching Lab** will be held between 5:00 pm till 7:00 pm (Monday to Friday) and 3 pm to 8 pm (Saturday) only as per the official timetable.
- The **End User Lab** will remain open from 8:30 am till 7:00 pm (Monday to Friday) and 9:00 am to 2:00 pm (Saturday).
- Eating, drinking, smoking or chewing inside both computer labs is strictly prohibited and students may be asked by the staff to leave if they are found doing these activities.
- Water bottles, bags, tea and coffee are not allowed in both computer labs.
- Cutting and pasting is also strictly prohibited in both computer labs.
- Laptops are not allowed inside the **Teaching Lab**, however, they can be used in the **End User Lab** only at the designated areas.
- No loud group conversations and disruptive behaviour is allowed.
- Hardware and furniture is not allowed to be moved from its original position.
- Do not write anything on the tables and chairs.
- Any computer in the **End User Lab** found unattended for more than 15 minutes may be allocated to another student. The lab staff will not be responsible for the loss of unsaved data.

## VIOLATION OF COMPUTER LAB RULES

The computer lab staff is authorized to remove individuals from the computer labs for violating any of the above rules. All such cases are also reported to the **Disciplinary Committee** for necessary action that may include fines, suspension from the computer lab and School, etc.

Be aware the Computer Lab is monitored by CCTV camera.

## MONITORING OF IVS IT EQUIPMENT AND SERVICES

- The School continuously monitors each user's internet surfing logs for the purpose of maintaining, investigating or detecting abuse of the system and detecting spam, viruses and attachments.
- Disciplinary action may be taken against users who harm or tries to harm the equipment, services or any individual in any way. IT staff is authorized to initiate disciplinary action against such individuals. In case of any damage of equipment or service, fine may also be imposed to recover the cost.
- Regular software audits are carried out to ensure that all software is correctly working.