NCERT IT INFRASTRUCTURE USAGE POLICY (Ver. 1.0)

In its endeavour to provide all faculty, students and staff with a modern, fully networked computing and IT environment for official use, this is decided to make a policy of IT usage within and through the NCERT domain.

IT infrastructure can be defined as the computer, laptop, tablet or mobile device, web server, local area network, internet access through leased line or WiFi, software, web and mobile applications, printing and scanning devices, electronic screens and projectors etc.

Users can be defined as the department, division, or any constituent unit of NCERT, Academic, non-academic and technical staff of NCERT, Project staff, Students of courses run by NCERT, other students, Researchers, Members of Library, Guests or any member of the public who has academic interests and has account access facilitated through NCERT authority.

Users need to have authorized accounts and necessary permissions to access the hardware, software and network facilities. They are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of users, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken and will be decided by the person in-charge of the facility in consultation with the Director, Joint Director or Secretary as appropriate.

1. Users with authorized accounts may use the computing and IT facilities for academic purposes, official Institute business, and for personal purposes so long as such use
   - Does not violate any law, Institute policy or IT act of the Government of India.
   - Does not interfere with the performance of Institute duties or work of an academic nature.
   - Does not result in commercial gain or private profit.
2. Users are expected to respect the privacy of other users and they must **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. Owner of password is responsible for any incident registered under his/her login identity.
3. Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
4. Transferring copyrighted materials to or from the NCERT systems without express consent of the owner is a violation of law. In addition, use of the internet for commercial gain or profit is not allowed from an educational site. If done so, it will be sole responsibility of the user. **Downloading of copyrighted movies**/books/games via torrent's or other means is traceable and users are warned that on receipt of any complaints appropriates fines will be charged and disciplinary action will be taken.
5. No member of the user group shall at any time make available any data owned or generated by NCERT to others in violation of the data sharing policy of the Council.

6. Downloading and installing of new software has to be done with the consent of the respective facility in-charge. Installation of unlicensed software on NCERT facilities, or on individual machines connected to the NCERT network or unnecessary download, is strictly prohibited.

7. It is forbidden to use electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including impeding their computing systems, software, or data. It is also forbidden to send emails or messages masquerading as another person or to hide the sender's identity. Chain letters are not allowed. Neither is any form of commercial advertising, or soliciting allowed. Spamming is strictly disallowed. Subscribing to mailing lists outside the Institute is an individual's responsibility. Subscribing someone else to any group outside NCERT is illegal.

8. Recreational downloads and peer to peer connections for recreational purposes are banned.

9. To the extent possible, users are expected to connect only to the official NCERT WiFi network for wireless access. Setting up of unsecured WiFI systems on the NCERT network is prohibited in accordance with Government of India guidelines.

10. It shall be responsibility of the user to log-out from the accounts after each use and shut-down the system properly. Abrupt shut-down by pulling off the plug is harmful and dangerous for the system and other installations.

11. It would be responsibility of the user to protect his/her data and to take regular back-up since they would be working in de-centralised mode most of the time.

12. 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. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems. Any hardware change may be permitted to the employee with prior permission from concerned authority.

13. No food or drinks are permitted in the computer laboratories. Smoking is strictly prohibited. Also making noise either through games/ music or even talking and/ or singing loudly is prohibited.

14. Playing of Games or accessing recreational/offensive/pornography resources in Institute laboratories or by using Institute facilities is strictly prohibited.

15. Display of offensive material is strictly disallowed and serious action will be taken against offenders.

16. Members who do not require continuation of services shall intimate the same in writing so that their accounts can be closed. It is compulsory for all users to get no-dues.

17. Violation of policy will be treated as misconduct or indiscipline as appropriate. Depending upon the nature of the violation, action may be taken by disabling the account and for routine infractions, appropriates fines/penalties (minimum Rs 1500/- or more) as determined by the Institute IT Discipline committee appointed by the Director or his nominee will be levied. In case of repeat offenders or other extreme cases the user may be prohibited access to IT facilities at NCERT, and/ or other appropriate action as determined by Institute authorities.

18. The policy may change as 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, e-mail, printed notices, or through the office order.

So any activity which inconveniences users, depletes the computer resources, or jeopardizes the security of the systems, amounts to unethical use. Moreover, it should be noted that the action set out for various cases is not limited and can change.