



## Rani Lakshmi Bai Central Agricultural University, Jhansi

No.: 9763/ RLBCAU (R)/2020

Dated: 1 December, 2020

### **NOTIFICATION**

#### **RLBCAU IT Usage Policy (Version 1.1)**

In its endeavour to provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use. The following guidelines are intended to help RLBCAU Staff / Students to make the best use of the Internet resources:

1. Users of RLBCAU IT facilities 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 faculty and students, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action will be taken by the concerned Engineer {A.E.(Electrical)} after prior approval of the competent authority.
2. Faculty, staff, and students with authorized accounts may use the computing and IT facilities for academic purposes, official Institute business etc. 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 other than that allowed by the Institute
3. Web filtering is applied on RLBCAU IT services in accordance with the Corporate Policy decided by competent authority.

#### **I. DO'S**

- respect the rule.
- keep your use of the Internet to a minimum.
- check that any information you access on the Internet is accurate, complete and current.
- check the validity of the information found.
- respect the legal protections to data and software provided by copyright and licenses.
- inform / contact "A.E.(Electrical)" immediately of any unusual occurrence "OR" in case of any internet related problems "OR" in case if you find any ambiguity in understanding the rules.
- use internet only for work/professional related matters.
- clean the browser history and cache periodically in order to prevent speed bottleneck.
- remove any junk files (accidentally installed) immediately to prevent speed bottleneck.
- use rational judgement in the positive interest of the institute when accessing/downloading web contents.

#### **II. DONT'S**

- downloading the file(s)/images/videos/songs that bulk in size or which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- downloading copyrighted movies /books/games via torrent's or other means is traceable and users are warned that on receipt of any complaints appropriates fines and in case of repeated violation further disciplinary action will be taken.
- downloading content(s) from Internet sites unless it is related to your work.
- downloading free unlicensed / pirated software from the Internet and install it upon the Organization's computer equipment.
- use Organization's computers to make unauthorized entry into any other computer or network.
- disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime.
- reset or power-off any machine.
- represent yourself as another person.
- share your password.
- lock the screen unless you are sure to come back in 5 minutes. You should log out, if you are leaving the screen for a longer period.
- use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.
- forget to log out when left unattended for more than 5 mins, to prevent any misuse.
- attach and transmit files (or programs) through email which contains illegal/copyrighted/unauthorized materials.
- contact anyone else besides the contact person mentioned in 6 of section I for any concerns.



### III. PRIVACY AND SECURITY POLICIES

- The RLBCAU Staff and Student neither intrude on privacy of anyone nor to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.
- Neither take any steps that endanger the security of the RLBCAU Jhansi network. Nor bypass firewalls and access rules in place. This includes avoid setting up servers of any kind (examples: web, mail, proxy) that are visible to the world outside the RLBCAU Jhansi campus.
- Not to attempt to deceive anyone about his/her identity in electronic communications or network traffic. Also not to use RLBCAU Jhansi IT resources to threaten, intimidate, or harass others.
- 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.
- Maintain the provided computers on this network with current virus detection software and current updates of the operating system, and shall attempt to keep the computer free from viruses, worms, Trojan horse, and other such applications/malwares.
- not to involve in any illegal file sharing through internet/email.
- Users should exercise care while entering their passwords at other non-trusted sites and should not be misled by purported emails from admin or other id's.

### IV. CATEGORIES

- **Vice Chancellor Office/ Institute Video Conferencing Systems/ Virtual Classrooms**
  1. Surfing Quota: Unlimited Internet Access
  2. Access time: Allowed all the time
  3. Simultaneous Login: Unlimited
  4. QoS : Unlimited Speed
- **Statutory Officers** (Registrar/ Dean / Director / Comptroller / Librarian)
  1. Surfing Quota: Unlimited Internet Access
  2. Access time: Allowed all the time
  3. Simultaneous Login: 4 User
  4. QoS : Unlimited Speed
- **Faculty and Administrative Officials** (Prof./ Asso. Prof. / Asstt, Prof./ Scientist / Deputy Registrar / Medical Officer / Asstt. Engg / Asstt. Comp./ Asstt. Registrar/ Asstt. Librarian)
  1. Surfing Quota: Unlimited Internet Access
  2. Access time: Allowed all the time
  3. Simultaneous Login: 3 User
  4. QoS : 30 MBPS
- **General Staff** (TRA/ PA/ UDC/ LDC/ Assistant/ Other Staff)
  1. Surfing Quota: Unlimited Internet Access
  2. Access time: Allowed all the time
  3. Simultaneous Login: 2 User
  4. QoS : 10 MBPS
- **Contractual Staff** (Project Staff / Office Contractual Workers)
  1. Surfing Quota: Unlimited Internet Access
  2. Access time: Allowed all the time
  3. Simultaneous Login: 1 User
  4. QoS : 2 MBPS
- **Students**
  1. Surfing Quota: Unlimited Internet Access
  2. Access time: Allowed all the time
  3. Simultaneous Login: 1 User
  4. QoS: 2 MBPS
- **University Guests** (Temporary login valid for 1 day)
  1. Surfing Quota: Unlimited Internet Access
  2. Access time: All Days 10:00 to 19:00
  3. Simultaneous Login: 1 User
  4. QoS: 10 MBPS

### V. DISCIPLINARY ACTION

A penalty system will be implemented; in case someone is found violating the above guidelines mentioned. The following penalty procedure shall be followed:

- **First Time**- Warning shall be issued.
- **Second Time**- Network will be disconnected for a **Week**.
- **Third Time**- Network will be disconnected for a **Month**.
- **Fourth Time**- Network will be disconnected for the **Six Month**.

Please note the following points carefully

- All activity on the Internet is monitored and logged.
- All material viewed is scanned for viruses.
- All the content viewed is scanned for offensive material.

  
(Mukesh Srivastava)  
Registrar



# Rani Lakshmi Bai Central Agricultural University

NH-75, Near Pahuj Dam, Gwalior Road, Jhansi- 284003

## LAN / WI-FI INTERNET REGISTRATION FORM

*Read the Instructions before filling the form*

- Please Fill up the form in Capital letters.
- Please submit the complete Wi-Fi application forms are to submit in Server room First Floor Academic Building.
- Your login credentials will be communicated to you over the email given by you.
- The account creation may take up to Seven working days from date of receipt of application.
- Misuse of wi-fi may lead to disciplinary actions against as per government rules.
- RLBCAU may impose maximum data transfer limit for each account.

Name: - .....

Designation: - .....

Department Name: - .....

Room Number: - .....

Mobile No.: - .....

Email ID: - .....

MAC Address of Device(Optional): - .....

Date (DD-MM-YYYY) .....

Signature of the User

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### For Office Use Only

User Name: -

Password: -

Authorized Signatory

**Note: - For any clarification and queries please contact to Er.Sahil Gupta (Estate Officer) at Room no. 227 , Administrative Building, RLBCAU Jhansi.**