
IT Policy LNMIIT

The LNM Institute of Information Technology, Jaipur

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Prepared by

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1 Introduction

The LNM Institute of Information Technology (LNMIIT), Jaipur provides extensive computing and network communications services, which are part of the campus infrastructure. Their purpose is to support the Institute's teaching, research and student learning activities. The Information Technology (IT) policy applies to all computing and network communications equipment(s) in the Institute's campus. All individuals using campus computing and networking services should be aware of these policies. Any violation of these policies is a punishable offense.

1.1 Scope

This document is applicable to all LNMIIT faculty, staff, students and any other person authorized to use IT infrastructure & services of the Institute.

2 IT Infrastructure Policy

2.1 Assignment

- i. Computers, peripherals and other IT resources can be assigned to users¹ by filling the appropriate form, which is available with IT Helpdesk, and which needs approval from the competent authority.
- ii. Additional computers and peripherals, with approval from the competent authority, may be assigned to faculty/staff for use in their residence when it is necessary for the employees to do Institute work at home on a regular basis.
- iii. The Authorized user must sign a formal acknowledgment of Institute's students IT policy before equipment being assigned to them.
- iv. All equipment issued to the user are Institute's property and need to be returned back in working condition to the institute when directed by the competent authority.

2.2 Usage

General Principles and Guidelines

- i. Access only files and/or data that are your own to which you have been given authorized access.
- ii. Use only legally licensed versions of copyrighted software and operating systems.
- iii. Be considerate in your use of shared resources.
- iv. Do not share passwords associated with Institute and its resources.

¹Any person belonging to the institute indirectly or directly is referred to as user unless otherwise stated.

- v. For ensuring security and network maintenance purposes, authorized individuals of LNMIIT IT Helpdesk may monitor equipment, systems, network traffic and audit networks at any time or on a periodic basis.
- vi. Do install anti-virus recommended by the IT Helpdesk.

Prohibited Activities

There are certain activities users may not perform in the course of their use of IT infrastructure, which include, but not limited to:

- i. Tampering and manipulating of Institute's IT resources.
- ii. Accessing unauthorized IT resources.
- iii. Introducing computer viruses.
- iv. Transferring your authorization to others to access the IT resources.
- v. Hacking.
- vi. Bypass or defeat passwords and proxy/firewall.
- vii. Decipher encrypted data.
- viii. Download, copy or use of any material from the internet in violation of copyright laws.
- ix. Use the Institute's systems for commercial purposes unrelated to academic and/or Institute related work.
- x. Use the Institute's systems for any illegal activity.
- xi. Port scanning or security scanning.
- xii. Downloading, distributing, re-distributing and sharing of illegal software, videos, images, data and documents.

3 IT Services Policy

The Institute has an IT Helpdesk, available on telephone (extension: 229) or via e-mail (*it.helpdesk@lnmiit.ac.in*) to assist you with IT service related problems. The IT Helpdesk is responsible for maintaining LNMIIT IT systems associated with the computer center, data network and departmental labs. The IT Helpdesk services include the following:

3.1 Internet

Institute provides an internet account to access internet and intranet resources to all users. The general rules and regulations of this account are governed by the Institute's IT policy.

3.2 E-mail

Institute provides an email account, under the domain *lnmiit.ac.in*, to all users. This email-id (account) can also be used to access course management system (Moodle) page. The use of this account is governed by the Institute's IT policy.

- i. Email and internet accounts are activated:
 - for newly admitted students within seven working days of getting the list of admitted students from the registrar office and
 - for newly joined faculty/staff within two working days of receiving the request form Dean Of Faculty Affairs (DOFA)/registrar, respectively.
- ii. Notifications will be sent to users by the IT Helpdesk using the *email-id* provided at the time of registration/joining.
- iii. Email account issued to users can be deactivated on the request made by themselves.
- iv. Internet account will be deactivated immediately after no-dues.
- v. No further notification will be sent in case of account deactivation.

3.3 Online Publishing/Website

Website users interested in altering/putting specific items of information on display under various categories on the LNMIIT home page or on pages under control of webadmin may note the following:

- i. All mails requesting such changes need to be addressed to: *webadmin@lnmiit.ac.in* only.
- ii. Users must route their requests to webadmin, via following routes.
 - a) Student → Faculty → HOD → Dean → Webadmin
 - b) Faculty → HOD → Webadmin
 - c) Staff → Section head → Registrar → Webadmin
- iii. An information item requested for display on the home page must be of the nature of a "News" or "Event" of reasonable importance. However, the final discretion for accepting such a request would be with the website committee.
- iv. In case a file has to be hosted as part of the information item, users may use *.doc*, *.html* or *.pdf* formats only.

- v. All communications relating to display on the home page need to provide a concise title (not exceeding 30 characters) of the item and also indicate the time period of the display, after which it may be removed. By default the display timeline is set to seven days.
- vi. It is mandatory to submit the information display form along with the content, without which the information display request will not be processed.
- vii. For posting information relating to Research and Development (R&D) awards, honors, achievements etc., the user(s) need to send an authoritative text along with suitable photographs.
- viii. The text may be composed in a very brief “abstract” form for general readership. Substitute reports on the same topic prepared by external agencies (or links owned by such agencies) will not be accepted for direct hosting on the institute main page/site. This is for ensuring authenticity, and for avoidance of possible (even if, inadvertent) oversights/errors/misinterpretation in reportage by such agencies.

4 E-mail Communication Policy

The communication policy of the Institute encourages effective communication among faculty, staff and students in a manner consistent with Institute’s policy. The Institute’s communication is done broadly via faculty, staff, student and various student clubs email groups.

4.1 General Principles and Guidelines

- i. E-mail account holders must change their temporary account passwords after notification that the account has been created.
- ii. E-mail account holder must change their account password periodically.
- iii. E-mail account holder is responsible for the general security of the account.
- iv. All those assigned an official Institute e-mail account are responsible for the information and attachments sent by them.
- v. E-mail and other forms of electronic communication must always carry the proper identity of the sender.
- vi. Users must exercise great care when formulating email messages. Appropriate etiquette should be observed in email messages and the use of impolite or inflammatory language should be avoided at all cost.
- vii. Users should not respond to emails received, which are inappropriate or contain impolite or inflammatory language. Such emails should be deleted immediately.

4.2 Prohibited Activities

There are certain activities users may not perform in the course of their use of e-mail communications, which include, but not limited to:

- i. Harass or intimidate others.
- ii. Broadcast unsolicited messages or send unwanted mail.
- iii. Instigate or promote chain mail.
- iv. Distribute spam or harmful programs (viruses, worms and other malware).
- v. Distribute copyrighted materials without permission of the owner.
- vi. Use social networking or sharing web resources to harass, intimidate, or otherwise annoy another person.
- vii. Publish any obscene material in the electronic form.
- viii. Make false electronic record.
- ix. "Spamming" or sending unsolicited group email.
- x. "Spoofing" or deliberately changing the "sender" field of email.

4.3 Faculty Email Group

The purpose of this group is to ensure faculty are fully informed of all relevant Institute's activities and to enable them to be able to share relevant academic issues.

Membership

- The ownership of the group will be with a faculty member.
- He/She will be responsible for regular update of faculty members in the group as per the instruction from Dean (FA).
- All the regular faculty members must be part of this group and, any new faculty member joining the Institute should be added to the group. Faculty members who have permanently left the Institute must be removed from the mailing group.
- Visiting faculty are also temporary members of the faculty group for the term for which they have been appointed.

4.4 Staff Email Group

The purpose of this group is to ensure non-teaching staff is fully informed of all relevant Institute activity and, to circulate information related to administrative/academic issues.

Membership

- The ownership of the group will be with the registrar office.
- All the regular staff members must be part of this group and, any new staff member joining the Institute should be added to the group. Staff members who have permanently left the Institute must be removed from the mailing list.

4.5 Student Email Group

Student email groups are broadly classified into:

- i. LNMIIT alumni students (Y03Y10, as on November, 2014)
- ii. LNMIIT existing students (Y11Y14, as on November, 2014)

LNMIIT Alumni Students

- i. Manager/posting rights on these groups should be assigned only to faculty coordinator(s) handling activities related to alumni association.
- ii. Student members, wishing to post relevant information on the group, can send email to the faculty coordinator.

LNMIIT Existing Students

- i. Manager/posting rights to be given only to faculty coordinators, President and Vice-President of Student Gymkhana.
- ii. Student members must not be assigned posting rights.

5 Course Management System Policy

Course management system (CMS) is a Moodle maintained in-house at and by LNMIIT (<http://moodle.lnmiit.ac.in>). The primary purpose of CMS is to create a repository of courses offered by LNMIIT faculty. It also helps instructors to interact with students via active learning modules and provides an open learning environment. To maintain discipline of operation and moderation of content, the following guidelines are followed:

- i. IT manager is the default administrator (admin).
- ii. At the beginning of every semester, a list of courses offered by various departments along with associated faculty names will be communicated to admin by office of the Dean Academics.
- iii. Admin will create course instances on the Moodle and associate faculty members with respective courses according to the list provided by the office of the Dean Academics.

- iv. Users are required to login with their Institute's email addresses. The authentication for login is via domain mail.
- v. All users are assigned roles. Every user is a student by default. Student can enroll to the available courses and view content of courses. Student will also be able to participate in the course activities to which he is enrolled for, but cannot change content on the course pages.
- vi. The other category is non-editing teacher (Teaching Assistance (TA)). The user with this role will be able to upload information and content on the course page. But this user will not be able to alter student submission details.
- vii. Users with teacher category (faculty member) will be able to upload content and evaluate student activities submitted for his/her own course. The sole responsibility of the content uploaded on a particular course will be of the respective faculty member.
- viii. Admin is entitled for all of the above roles.
- ix. At the end of every semester, a backup of the entire Moodle will be taken to ensure that content is never lost.
- x. For more details on security related issues of CMS, visit the official website of Moodle. (<http://moodle.com/>)
- xi. In case of any query or registration related issue, users are required to mail to learning@lnmiit.ac.in.

6 Enforcement

- i. The Institute reserves the right to limit, restrict or revoke IT services from anyone who violates the Institutes IT policies, **Information Technology Act, 2000 (Government of India and Government of Rajasthan)** or applicable rules of the Student Code of Conduct (as specified in UG manual of the Institute).
- ii. In the course of resolving system performance or security problems, system administrators may examine the contents of files that control the flow of tasks through the system or that grant unauthenticated access to other systems. This includes system logs that document some activities of users.
- iii. Designated representatives are responsible for disseminating and enforcing compliance with the provisions of this policy and for investigating non-compliance. When an instance of non-compliance with this policy is discovered or suspected, the Institute shall proceed in accordance with Institute IT policy.
 - User privileges may be revoked when deemed necessary to maintain the operations and integrity of the information systems.

- User access, accounts, passwords, software and hardware may be withdrawn without notice, if a student is suspected of violating the Institute IT Policy.
 - User disciplinary action may be initiated in cases of non-compliance with this policy.
- iv. Users need to know that any electronic media communication may be considered a public record, subject to disclosure under Indian law (**Information Technology Act, 2000 and IT (Amendment) Act, 2008**).

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