

## IT Policy

### Preamble

The computing, network, and information resources of the GMR Institute of Technology are intended to support the mission of teaching, scholarly activity, and service for the Institute's students, faculty and staff. Appropriate use of computing and networking facilities by members of GMRIT's academic community should always reflect academic honesty and good judgment in the utilization of shared resources, and observe the ethical and legal guidelines of society. This document constitutes the GMR Institute of Technology's policy for the proper use of all computing and network resources.

GMRIT's computer and network facilities provide access to a wide variety of on and off campus resources. This privilege of access requires individual users to act in an ethical manner and as a result imposes certain responsibilities and obligations. This document outlines the user privileges and responsibilities as well as the guidelines and procedures for the responsible use of the GMRIT computer systems and networks.

### Definitions

User - Anyone who uses computing or network facilities.

Authorized Institute User - Anyone who has followed account access procedures and has been granted access to the computing or network resources of the GMR Institute of Technology for reasons consistent with the mission of the Institute, and consistent with this policy.

Institute Network - The network of the Institute comprising the physical components such as cable, switches, wireless hubs, routers, Virtual Private Network (VPN) concentrators, access points, as well as the Internet and Internet connection points. The Institute network also has logical components such as IP addresses, directory services, routing, and connectivity to computing resources.

Institute Network Connections - Any computer or device using an Internet address assigned to GMRIT or that is connected to a physical or wireless access point is considered to be connected to the Institute network.

# GMR Institute of Technology

An Autonomous Institute Affiliated to JNTUK, Kakinada

All UG Programs accredited by National Board of Accreditation (Tier-I)  
Institute Accredited by NAAC with "A" Grade and ISO 9001:2008 Certified



GMR Nagar, Rajam-532 127  
Srikakulam (Dist.)  
Andhra Pradesh  
CIN U80301AP2003NPL042195  
T +91 (8941) 251 592/251 593/ 252 989  
F +91 (8941) 251 591  
W www.gmr.it.org

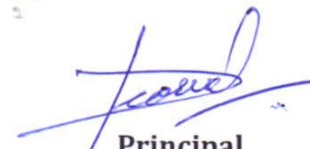
Computing Resources - Personal resources such as PCs, Laptops, information appliances, networking equipment, etc. which have been purchased and are owned by the Institute and issued to the user and are connected to the Institute network.

System or Network Administrator - The person responsible for maintaining the authentication used by the system or network, controlling authorized use, and maintaining system and network integrity and audit trails.

## Facilities and entitlement for Staff and Students:

- Access to CMS through individual authentication
- Domain email ID usage for all official communication
- Access to the domain specific application software in the respective Labs
- Internet access through MAC ID authentication
- Limited access to all the social media and commercial websites
- Usage of pirated software in the official systems is strictly prohibited
- Usage of external hard disk and Pen-drives is prohibited
- Impersonation and change of IP address is prohibited
- Any unanimous representation are discouraged
- Bypassing the Firewall security and access to unauthorised sites is prohibited and punishable
- Physical damage to any IT network and surveillance facilities is punishable
- All are restricted to usage of bandwidth for academic purpose only
- The system usage and log-in timings in the network are continuously monitored
- Personal documents and files are not to be stored in the Laboratory computers
- Forwarding the official mails to personal mails is strictly prohibited
- System and Network hacking is punishable



  
**Principal**  
**Dr. CLVRSV. Prasad**  
**PRINCIPAL**  
**GMR Institute of Technology**  
**GMR Nagar Rajam 532127 AP**