

Sarvajanik Education Society
Sarvajanik College of Engineering and Technology

Internet Usage Policy

Date: 1/8/2017

SCET has a policy for the use of Internet whereby employees must ensure that they

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary risk to the organization by their misuse of the Internet

Use of institute's computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate institute purposes.
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms.
- Using Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.
- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Use of computer to perpetrate any form of fraud or software/film/music piracy.
- Using the Internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license.
- Hacking into unauthorized areas.
- Publishing defamatory and/or knowingly false material about SCET and/or your colleagues on social networking sites, blogs and any online publishing format.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the institute network.
- Employees with Internet access may not upload any software licensed to the institute or data owned or licensed by the institute without the express authorization of the authority responsible for the software or data.

Limited Access but not limited to:

1. Any site related to private or personal business activities.
2. Any site related to audio /video material used for entertainment.
3. Any shopping site not selling electronic gadgets, consumables, stationary items and any academic related goods.
4. Any site related to online playing and downloading of games.
5. Social Networking/blogging/chat room Sites.

Employee found misusing internet services provided by SCET, may be banned from internet service permanently/for some duration, and will attract more close watch and reduced quota of internet.

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