8.1. ITSC GENERAL POLICIES

1. All computer software/hardware installations on individual PCs must be done by the IT Support Team. For installation of any special purpose applications, user must contact IT Support. Every system is the part of the **DOMAIN,** so if anyone wants to use desktop computer he will login with his user name and password given by the ITSC. As a policy, users are not given local administrative privileges on their machines.

2. IT support will maintain a list of officially designated applications for Namal College computers. These will be publicized on the ITSC web site.

3. Users are prohibited from installing any other applications or software on their computers. Peer to Peer file sharing software like Kazza, Get right, Morpheus etc. are absolutely prohibited.

4. Users must not save their data on C Drive, My documents, or Desktop. All user data must be saved on "D","E" and "F" Drives so that it remains intact in case of any disaster.

5. Users are not allowed to change or disturb network settings configured by IT Support Team.

6. Users are not allowed to move computer equipment (except laptops) from one location to the other.

7. Employing Namal equipment/ Network for commercial purposes is prohibited.

8.2. INTRANET/INTERNET/EMAIL USAGE POLICIES

1. Students are allotted a quota of 400MB for saving their important data in a centralized folder. Quota means the Z drive data which you may place on the server.

2. Users must change their email password frequently and should hide and write passwords in secure places. Users must not share passwords with anyone including colleagues and friends.

3. Voice Chat on the internet is prohibited for LAN security reasons. Net meeting and Voice Chat; however, are allowed between computers on the Namal College LAN.

4. Playing Online Videos, Songs, and Games is strictly prohibited. Violations can lead to strict disciplinary action.

5. Installing/downloading pornographic material is strictly prohibited. Violators are liable to legal and disciplinary action. His/her case may be referred to the Disciplinary Committee for further action.

6. Internet usage must be for official purposes only.

7. Peer to Peer file sharing/software like Kazza, Get right, Morphous, download accelerator, Flash get etc. must not be downloaded. N.B. Torrents are permanently blocked as they choke the entire network. To minimize its need, a separate space is allocated on the intranet for entertainment material (movies, music etc.) which can be freely accessed.

8. Users should avoid sending or receiving external emails with large attachments. If at all possible large emails should be sent/received on the internet during non-peak hours.

9. Users should avoid sending and receiving *.Zip files. If receiving Zip file is necessary then scan it with installed anti-virus before opening it.

10. Users should use MS Outlook/Mozilla Firebird for Namal College official email accounts. Incredible mail is not recommended as an email client. Users can contact IT Support for help on configuring and using MS Outlook.

11. Namal College mail can be accessed from outside Namal College premises by following the website address 'webmail.namal.edu.pk.' User must provide username and password to access emails.

12. Email should be checked and downloaded frequently. Unused accounts will be disabled after 1month.

13. Users should perform all bandwidth intensive tasks at non-peak hours for internet usage.

14. Namal College Email should be used for official purposes only. No objectionable material should be disseminated using Namal College network/email resources.

15. All Namal College computer users must respect the copyrights that are accessible through Namal College network. No copyrighted work may be copied, published, disseminated, displayed, performed, or played without permission of the copyright holder except in accordance with the fair use or licensed agreement.

8.3. SECURITY POLICIES

1. Note the presence of any unauthorized persons or strangers in your work area. Lock disks and other removable media that may contain sensitive information when you are away from your workstation.

2. No IT Equipment should be removed from the premises of Namal College without the knowledge and approval of the ITSC.

3. Any loss or theft of IT equipment must be immediately reported to ITSC.

4. A password is a unique key of an individual user to access Namal College computing resources. It is vital to choose a password that is hard for others to guess and guard it carefully. It is preferable to use a password of minimum 8 characters that include both alphabets and numbers. Users must change their computer and Email login password frequently and should hide and write passwords in secure places.

5. Minimum password length for Namal College Domain users is 6 characters that may contain alphabet, digit, symbol or some special character such as "_",   "$", " * " etc.

6. Default passwords expiry duration is 30 days so password will be expired after this duration. Expiry alert starts generating warnings 14 days before expiration. It is recommended that default passwords are changed before expiration to ensure security and confidentiality.

7. For security purposes a user is allowed only three attempts to login to the network. If an incorrect password is submitted three times a user's account is disabled. If the account is disabled the user must contact IT Support Team to enable the account.

8. If a user forgets his password the System Administrator must be contacted for a password reset. A user cannot ask System Administrator to reset password of any other user.

9. A user must use his Login Password to login on any Namal College computer.

10. Users are not allowed to Login on any other user's computer without their permission.

11. Users must not register organizational email address on internet websites unless it is for official purposes.

12. Users must protect their computers and the Namal College network from computer viruses. Viruses are devastating programmes that can reach individual computers and network servers through unlicensed software, email, internet, and through other physical and electronic means. All computer users must ensure that antivirus software is installed on their computer and that virus protection is enabled. No user should disable virus protection nor must antivirus software be prevented from scanning system files. All media, email, and internet downloads must be scanned for viruses.

13. Information Technology Support Office has configured every computer on the network to get automatic updates of antivirus software. Every user must make sure that this facility is available on their computer for the protection of their machine.

14. Be careful in opening emails if you do not recognize the sender.

15. Prefer to send and receive word, excel, power point and Acrobat Files which have *.doc, *.xls, *.pot and *.PDF file extensions. Be very suspicious of any other file types.

16. Users must report any suspicion of virus attacks immediately to IT Support.

17. In case of virus infection IT Support must be informed. All programs and data files must be disinfected on the user's computer and any other affected computers.

18. The System Administrator will stop access to objectionable internet sites. These include sites related to pornography, politics, terrorism, propaganda etc.

19. It is the responsibility of each computer user to protect all sensitive information of Namal College. Users must refrain from unnecessary sharing of files and folders as this may put sensitive data at risk.

20. Users are encouraged to backup all important official data on the server so that vital information is not lost in case of accidental deletion.

21. Users may not test or implement any products known to compromise the confidentiality, availability or integrity of Namal College resources, data and information. It is Illegal to possess, distribute, use or reproduce programs for scanning networks (such as tools used as packet sniffers, hacking, key logger etc.)

8.4. COMPUTER LAB USAGE POLICIES FOR STUDENTS

1. Food and drinks are not allowed in the lab. Any student undertaking such activity will be asked to leave the lab and restricted from the lab temporarily.

2. Internet usage for students is limited. During office hours; however students can download data after office hours.

3. Only students with lab timings can use the Labs.

4. Students damaging College property will be fined and may be not allowed to attend the lab for particular period.

5. Smoking is strictly forbidden in labs.

6. Chatting / Peer to peer data exchanging or illegal use of internet is not allowed.

7. Students cannot move any lab equipment without permission of lab attendant.

8. Student can use to copy their data through USB only. USB's should be scanned for virus first.

9. Strict actions will be taken against the student disturbing lab environment. His/her account

may be blocked for half day, ITSC can refer the case head of student affairs for further action.

10. No unauthorized persons are allowed in Lab during College hours, other than permitted by administration or staff.

11. Labs remain open in accordance with timings on the timetable; however, under certain circumstances, the timings may extend/shrink. The usual timings are:

    (i)   Monday to Friday: 9:00am to 8:00pm

    (ii)   Saturday: 9:00am to 5:00pm

    (iii)   Sunday: Closed

12. During exams, labs are also opened on Sundays.

13. Students should not shut down or reboot the computers.

14. Students are not allowed to install any software without concerning with IT support.

15. Students can access print facilities from the computer labs through the print server.

16. Students should not unplug or turn off LCD/System Unit/Switch.

17. Students with laptops should consult IT support for any query.