



INFORMATION TECHNOLOGY DEPARTMENT
JINNAH SINDH MEDICAL UNIVERSITY, KARACHI

I.T usage policy

This I.T Usage Policy applies to all employees of Jinnah Sindh Medical University who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of JSMU is permitted and encouraged where such use supports the goals and objectives of the university. However, access to the Internet through JSMU is a privilege and all employees must follow the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary action. Employees may also be held personally liable for damages caused by any violations of this policy. All departments are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

SECTION 1.

Computer, email and internet usage

- 1.1 Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is permitted to limited access.
- 1.2 All Internet data that is composed, transmitted and/or received by JSMU's computer systems is considered to belong to JSMU and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- 1.3 The equipment, services and technology used to access the Internet are the property of JSMU and the university reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- 1.4 Emails sent via the university email system should not contain content that is deemed to be offensive and official email ID should be used for official purpose during the service at JSMU only.
- 1.5 All sites and downloads may be monitored and/or blocked by JSMU if they are deemed to be harmful and/or not productive to university.
- 1.6 Information Technology department allows general users the following softwares only
 - Microsoft Office
 - Adobe reader/ Adobe Acrobat
 - Flash Player
 - Browsers (Internet Explorer, Mozilla Firefox, Google Chrome)

To use any other software, permission from I.T department will be required.



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- 1.7 Users are not allowed to install any OS or any software themselves.
- 1.8 It is strictly not allowed to open the hardware of I.T related items for any reason, otherwise I.T department will not be responsible for any loss of software or hardware.
- 1.9 Users are not allowed to make any financial transaction or payments online through JSMU network.

SECTION 2

Unacceptable use of the internet by employees includes, but is not limited to:

- 2.1. Using computers to perpetrate any form of fraud, and/or software, film or any form of piracy.
- 2.2. Stealing, using, or disclosing someone else's password without authorization.
- 2.3. Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- 2.4. Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- 2.5. Hacking into unauthorized websites.
- 2.6. Sending or posting information that is defamatory to the organization, its products/services, colleagues and/or customers.
- 2.7. Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- 2.8. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- 2.9. Passing off personal views as representing those of the organization.
- 2.10. Use of Torrents or any p2p softwares, which cause the downgrading of internet bandwidth.
- 2.11. Using JSMU network, users attempting to do any illegal act as per PECO (Prevention of Electronic Crimes Ordinance) 2009 of Pakistan.

SECTION 3.

- 3.1. We recommend users of JSMU to keep their issued computers password protected and don't disclose the password to anyone.
- 3.2. IT department will not be responsible for any data loss, however, IT department will try its best to recover the lost data.



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- 3.3. If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.
- 3.4. All terms and conditions as stated in this document are applicable to all users of JSMU's network and Internet connection.
- 3.5. Any user violating these policies is subject to disciplinary actions deemed appropriate by JSMU
- 3.6. Users will not be given admin rights.
- 3.7. Users are not allowed to change the IP Address or Computer Name for any purpose. If any computer found which is not listed/registered in IT department, in this case it will be conveyed to competent authority for necessary action.
- 3.8. If any department has established their own software, network, hardware or hosting and have admin rights, in this case IT department will not be responsible for any support and it will be assumed that user department has enough resources (manpower or skills) to address any issue.

User compliance

I understand and will abide by this Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.