(Senate Resolution dated 05.08.2011 no. 06)

**Atılım University**

**Directive on Using the Computer Network, the Internet, and IT Resources**

# SECTION ONE

**Purpose, Scope, Basis and Definitions**

# PURPOSE

**Article 1-** This Directive aims the following: To determine the principles regarding the use of the computer network and the Internet infrastructure of Atılım University, and the information resources integrated with them, in line with the relevant legislation.

# SCOPE

**Article 2** – The Directive covers all staff and students, without discrimination, as well as our stakeholders and guests who are authorized to use our IT resources, including Eduroam, for any reason.

# BASIS

**Article 3** - This Directive is based on Article 14 of Higher Education Law no. 2547.

# DEFINITIONS

**Article 4-** The definitions for this Directive are:

1. **Presidency:** Atılım University Presidency,
2. **Computer Network:** The system consisting of a physical network structure in wide and narrow areas that enables data/ information transfer and interaction between computers; and all hardware and software that supports this and enables its use,
3. **University:** Atılım University,
4. **Internet Infrastructure:** A system that enables the interaction and communication of all user ends on a national and international computer network with certain protocols that include address structures and data/ information communication protocols,
5. **ULAKNET**: The national network to which Atılım University is connected,
6. **IT Resources:** All computer networks, Internet infrastructures, computer systems, data, hardware, software and services created in information systems which are owned or used by Atılım University,
7. **IT Resource Provider:** Atılım University Directorate of Information Technologies,
8. **Users:** Permanent, temporary or contracted personnel at academic and administrative positions at Atılım University who use the IT Resources of the University within the framework of education, research, management and service activities, including Eduroam users; and all registered associate, undergraduate and graduate degree students pursuing their studies at Atılım University,
9. **User Account:** The singular account provided to users to use the services provided at the University,
10. **User Website:** The website provided to users,
11. **Directorate of Information Technologies:** Atılım University Directorate of Information Technologies,
12. **IT Support Services:** Installations, launch, maintenance, repairs and other technical support provided for the IT Resources of Atılım University, and services provided by the IT Department and IT Resource Providers at the authority and responsibility levels determined by the Presidency,
13. **Eduroam:** The wireless network system providing safe and smooth access to the Internet from anywhere in the world to members of research and education institutions.

# SECTION TWO

**Principles of Utilization**

# PRINCIPLES OF COMPUTER NETWORK AND INTERNET UTILIZATION

**Article 5 –** While using the IT Resources of Atılım University, it is essential that no attempts are made that damage, destroy or damage the infrastructure, hardware and software or prevent their healthy functioning; and that the resources are used efficiently.

**Article 6 -** The IT Resources of the University may not be used to violate laws.

**Article 7 -** All Units and Users making use of the IT Resources are obliged to obey the utilization policies for National Academic Network (ULAKNET) hosting the computer network and the Internet infrastructure of the University, as well as other national and international networks.

**Article 8 -** Unless approved by the Presidency, the IT Resources of the University may not be made available to real or legal persons outside the University.

**Article 9 –** While using the IT Resources of the University; it is essential to establish a system that ensures fair sharing of resources among users and prevents dangers that may restrict the use of others, or damage resources. In addition, the personal information and privacy of users should be protected; and back-ups should be made on the data-information, and resources.

**Article 10 –** Necessary arrangements are made by authorized units to keep information regarding situations and attempts that disrupt security in the use of the IT Resources of the University, and to ensure user identification.

**Article 11 –** The availability and use of the IT Resources of the University are made within the framework of the terms and purposes of use of these resources. Purposes of use are clearly communicated to all users. The place of use and location of the resources may not be changed without authorization and approval from the managers of the units that make these resources available.

**Article 12 -** The IT Resources of the University may not be used to violate ethical principles. Likewise, users may not engage in actions with the intention to violate the intellectual property rights of individuals and institutions, to destroy the data and information of others, and to attack personal information, slander, defame or disrupt the work of individuals and institutions. In addition, sending messages (SPAM) without the consent of the recipients, and producing and hosting such material is forbidden.

# SECTION THREE

**Rights and Responsibilities RIGHTS AND RESPONSIBILITIES OF USERS**

**Article 13 –** Users have the right to use the IT Resources of Atılım University within the framework of their authority, provided that they comply with the principles specified within the scope of this Directive. The rights and the responsibilities of users are as follows:

1. Users are responsible for ensuring the security of the computer they use, for any damage that may occur due to lack of security, and for backing up the information on the computer as per its criticality. In order to reduce these damages, it is the user's responsibility to keep up to date with the operating system and install security software offered by the University.
2. Academic and administrative staff members, and students are provided with an e-mail address and a web space within technical possibilities. To be able to use these, academic and administrative staff members are required to apply personally to the Directorate of Information Technologies. For students, these procedures are performed *ex officio* by the Directorate of Information Technologies after their initial registration.
3. The user accepts that the right to the service is reserved only to themselves, that they are not to let anyone else use or transfer their private and confidential password and user name and/ or code regarding the use of this right, and that they are to change them immediately even in the event of a suspicion of it being leaked to someone else.

**ç)** The user accepts that they are responsible for all ideas, thoughts, expressions and writing expressed in the system while accessing the Internet, and that Atılım University is not responsible for these in any way.

1. Users may not engage in insults, pornography and other illegal, mass promotion activities for any purpose contrary to public morality and understanding, or criminal mailing or similar activities in news groups and chat environments on the Internet; in their outgoing e-mail messages, and what they publish on the web page provided to them. Users may not link to sites with similar content and may not use the web space allocated to them for political purposes.
2. Using KaZaA, iMesh, eDonkey2000, Gnutella, Napster, Aimster, Madster, FastTrack, Audiogalaxy, MFTP, eMule, Overnet, NeoModus, Direct Connect, Acquisition, BearShare, Gnucleus, GTK-Gnutella, LimeWire, Mactella, Morpheus, Phex, Qtella, Shareaza, XoLoX, OpenNap, WinMX, DC++, BitTorrent and similar point-to-point file sharing tools is prohibited.
3. Users may not use applications that are harmful to the software offered as a service.
4. Users may not publish a revealed password on their account and/ or website. Documents containing information about cracking passwords and similar protection methods may not be kept for purposes other than training and protection purposes. Users may not engage in activities aimed at unauthorized use of the computer and communication resources, destroying other people's data, accessing personal information, disrupting or destroying the work of others.
5. Users may not include commercial advertisements and domestic/ foreign sponsor advertisements and/ or links to sites subject to memberships in their account and/ or website. Users may not send unsolicited commercial advertisements, news announcements and messages.

**ı)** Any legal liability that may arise from the publication rights of the documents and all kinds of information contained in their account and/ or website belongs entirely to users. Users may not distribute material that violates the intellectual rights of others in accordance with the law on intellectual and artistic works.

1. Users may not violate the system and network security of the University and ULAKNET, or engage in activities that affect or disrupt the service quality, or create confusion.
2. Users accept to comply with the principles and rules on Internet ethics specified in this Directive from the moment they begin to use the services mentioned above, and acknowledge that their right to use the Internet and their e-mail account shall be terminated at non-compliance.

# THE AUTHORITY AND RESPONSIBILITIES OF THE DIRECTORATE OF INFORMATION TECHNOLOGIES

**Article 14 –** The Directorate of Information Technologies acts in technical and administrative interaction and cooperation on issues such as planning, supply, distribution, use, maintenance-repair and support services and open access of IT Resources in line with the strategies, targets and decisions determined by the Presidency, and ensures the most effective and efficient use of IT Resources. For this purpose, the Directorate has the responsibility and the authority to inform the units and users of all the rules to be followed at university level, to determine the responsible persons at these units, to detect the uses and users violating the directives, to apply the relevant sanctions and to inform the users about security, and to provide security software.

# SECTION FOUR

**Miscellaneous Provisions**

# SANCTIONS

**Article 15 –** In cases of violation of this Directive and the relevant legislation, the following sanctions are applied by the Presidency:

1. Written warnings
2. Temporary restrictions or bans
3. Temporary closure of user accounts

The level or sequence of sanctions to be applied is determined depending on the severity and repetition of the violation of the specified principles, the magnitude of the damage caused, and the excess of negative effects and damage caused to the Internet network of the University, ULAKNET, and the Internet and IT Resources. Where necessary, disciplinary proceedings are initiated against users who do not comply with the principles and principles specified in the Directive, or who deliberately prevent its application.

**Article 16 –** Users utilizing the IT resources of the University accept the provisions of this Directive. Users may not act contrary to the Laws and Regulations to which the Directive relates. Users are required to be aware of the following additional information:

1. The University may never be held liable for any pieces of information lost and/ or incompletely received/ transmitted during Internet traffic, or for the complete accuracy, validity or timeliness of the information published on the Internet platform or by itself.
2. The University has the right to change these terms of use and this policy, taking into account any legal, administrative and technological developments that may occur.
3. The University has the authority to close accounts that have not been used for a long period of time.

# EFFECTIVE DATE

**Article 17 -** This Directive shall take effect after its approval by the Atılım University Senate.

# EXECUTION

**Article 18 -** This Directive is executed by the President of Atılım University.