Param Pujya Dr. Babasaheb Ambedkar Smarak Samiti's

Dr. Ambedkar Institute of Management Studies & Research

Deeksha Bhoomi, Nagpur - 440010 (Maharashtra State) INDIA
An Institute recognised under section 2(f) and 12B
MBA Programme Accredited by NBA from 2019-20 to 2021-22
Accredited by NAAC with Grade 'A'

DAIMSR
VALUES·COMMITMENT·EXCELLENCE

2013

Internet Usage Policy

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The aim of the internet access policy is to ensure that all students and staff are aware of the risks and hazards of internet usage and use it sensibly and safely for the purpose of information sharing and improved learning.

Scope of Policy

- Acceptable usage of internet by all students and staff within the Institute premises.
- Improving awareness of intelligent usage of social media website.
- Smart usage of education and information sharing website.
- Etiquettes of electronic communication.

Principles of acceptable and safe internet use

- All emails sent through the Institute email system might be monitored to discourage use of offensive emails.
- All sites and downloads may be monitored or block by Institute if the Institute considers them unsuitable or they are thought to be damaging to the Institute, staff and students.
- Unauthorized installation of software is not permissible to all.
- Usage of storage media which is not scanned prior to usage is strictly prohibited in order to limit spread of viruses and other malicious software.

Acceptable uses of the Institute internet systems for students are:

- Using the web browsers for education purposes of research and information gathering from various websites and databases.
- Using of internet for sharing documents and assignments promoting collaborative work.
- Keeping the allocated personal username and password confidential, not sharing with anyone.
- Using internet to do online tests or tasks approved or advised by the faculty members
- Doing projects or presentation.
- Preparing circulars, invitation for community service or other Institute activities with faculty's approval.
- Accessing examination sites for practice papers and answer schemes.
- Responsibly accessing Social websites for educational purposes only.
- Always using appropriate language in all digital communications through email, social websites, blogs or messages.
- Taking good care of all digital devices in use.

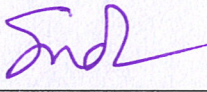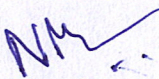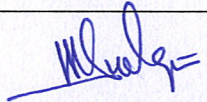# Acceptable uses of the Institute internet systems for staff are:

- Being committed to a responsible and effective use of the internet.
- Using internet only for Institute related purposes and not for personal matters.
- Participating in all activities that help enhance and improve the professional aspect of any employee would be acceptable including online research and training.
- Ensuring there is no unauthorized use of internet by anyone in the Institute
- Using all available online teaching resources in the teaching and learning activities involving research and collaboration with other professionals in the educational field.
- Enhancing the ICT skills and competencies of students to improve their learning.
- Promoting the use of the internet to support career counseling and investigating options for higher education most suited for individual students' interest.

- Supports students personal and social development through focused lesion with cross curricular links, cross country collaborative projects, e-learing and real life experiences.
- Sharing good teaching practices involving advanced ICT skills.

Prohibited uses of the Institute internet system for all users:

- Using emails to threaten or harass other people.
- Sending or posting disturbing images on the internet.
- Using internet to commit any kind of piracy like music, film or software.
- Violating the copyrights law with respect to downloading or copying electronic files for personal usage.
- Sharing Institute confidential information without authorization.
- Compromising the security of the electronic system of the Institute by introducing malicious software.
- Using the internet to promote personal business.
- Visiting authorized websites.
- Distributing any information which is incorrect or offensive.
- Using threatening and inappropriate language in communications.
- Damaging the hardware or software.
- Involving in cyber bullying.
- Accessing pornographic websites or websites that promote hatred, discrimination, racism.

Approved By:

NAME	SIGNATURE	DATE
Dr. Sudhir Fulzele, (Director)		12-Jul-2016
Dr. Nirzar Kulkarni (Associate Director)		12-Jul-2016
Dr. Mujahid Siddiqui (Coordinator-IQAC)		12-Jul-2016