

T.R. NEVSEHIR UNIVERSITY

COMPUTER, NETWORK AND COMPUTER RESOURCES USAGE INSTRUCTION

FIRST PART

General Provisions

Purpose

Article 1 - The purpose of this directive; to determine the principles regarding the use of Nevşehir University computer network and internet infrastructure and information resources integrated with them.

Scope

Article 2 - This directive; includes all the staff and students of the university and guests, stakeholders, real and legal persons who use the university's information resources for any reason.

Basis

Article 3 - In the preparation of this Directive, Article 12 of Law No. 2547, Law No. 5651 on the Regulation of Broadcasts on the Internet and the Fight Against Crimes Committed Through These Broadcasts, the relevant provisions of the Turkish Penal Code No. 5237, and prepared by Electronic Signature Law No. 5070 and the Telecommunications Authority "The Regulation on the Procedures and Principles Regarding the Issuance of Certificate of Activity to Access Providers and Venue Providers" were taken as the basis.

Definitions

Article 4- In the directive;

- a) **BİDB:** Refers to Nevşehir University Information Technology Department,
- b) **Information Resources:** Refers to All hardware and software products of installed computers and related technology products, including data files and documents in any storage environment owned, managed or held by Nevşehir University,
- c) **Units:** Refers to academic and administrative units using and / or making use of Nevşehir University informatics resources,
- d) **eduroam:** Refers to (Education Roaming "Educational Tour") RADIUS based authentication infrastructure developed for users to easily connect to the Internet at participating institutions they visit as guests,
- e) **IP:** Refers to internet protocol number,
- f) **Content Provider:** Refers to real or legal persons who produce, modify and provide all kinds of information or data provided to users over NEÜ / NET (intranet) / internet environment by making the necessary authorization definitions on these resources in order to use Nevşehir University informatics resources,
- g) **Secondary Usage:** Refers to any use of information resources other than the basic usage definition,
- h) **Internet:** Refers to the general name given to the international computer network to which NEÜ / NET is connected,

- i) **Users:** Refers to both academic and administrative staff, temporary or contracted personnel employing Nevşehir University informatics resources within the framework of education, training, research, development, management and service activities, all registered associate degree, undergraduate and graduate students who continue their education by any method and all real and legal persons using the system temporarily or in a limited way,
- j) **NEÜ / NET:** Refers to the network formed by connecting the information resources of the center and all units of Nevşehir University with a computer network and connecting the University to the Internet,
- k) **Rectorate:** Refers to Nevşehir University Rectorate,
- l) **Basic Use;** Refers to the use of Nevşehir University informatics resources directly related to the University's education, training, research, development, social service, and administrative / managerial activities,
- m) **ULAKNET:** Refers to National Academic Network to which NEÜ / NET is also affiliated,
- n) **University:** Refers to Nevşehir University,
- o) **Location Provider:** Refers to real or legal persons who provide or operate systems that contain services and content.

The Usage Principles Of Information Technology Resources

Article 5 - It is essential to use IT Resources for the production, processing, storage, preservation and transmission of information, which has basic importance to the University's scientific research, academic, educational activities, service provision and administrative functions.

Article 6 - Users cannot act in violation of the "Acceptable Use Policy Agreement" put into effect by the National Academic Network (ULAKNET), which is the network management unit of the University's National Academic Network and Information Center (ULAKBİM) that provides internet access.

Article 7 - Information resources; can not be used for the purpose of engaging in activities contrary to Laws of the Republic of Turkey and the regulations and guidelines of our University.

Article 8 - Users cannot take any attempt that damages, destroys, the infrastructure, hardware and software, that interrupts the information and communication services and causes inefficient operation in the use of information resources.

Article 9 - Presentation and use of information resources are made within the framework of the intended use of these resources. The location of the resources cannot be changed without authorization and approval from the managers of the units that make these resources available.

Article 10 - NEÜ / NET its information resources cannot be used; to monitor, storage, transfer and distribution of data / information and / or traffic on system or network; for excessive use of bandwidth that would not allow others to use the line; to try to access another computer, network or user's information / data without the consent of the other party, whether successful or not; to monitor, search and destroy this information, to obtain or

disseminate access codes of users; to attack a system, network resource or service within or outside of NEÜ / NET.

Article 11- NEÜ / NET and its information resources cannot be used for the purpose of; producing, hosting, transmitting material that is contrary to general moral principles or obscene, and the production and distribution of these unreal, troublesome materials causing unnecessary fear, slander and defamation; the distribution and possession of material that violates the intellectual rights of others and for political, religious, ethnic propaganda contrary to the unity and solidarity of the country.

Article 12- The users in NEÜ / NET computers; cannot contain documents that may constitute a legal crime, documents and software that can destroy or damage computer and network security, defamation documents about public institutions or organizations and real / legal persons, false information and documents that are defamatory.

Article 13- Users and units cannot connect to the ends in the computer network, without the knowledge of the BİDB, and do end multiplexing by connecting the switching and network device / devices. Any unit must obtain opinion and approval from the BİDB for the installation and maintenance of network and cabling operations. The control and responsibility of the contractor enterprise, companies and their officers not to start work without consulting the BİDB officials for the said transactions are under the responsibility of the unit management that grants the work permit.

Article 14- The users accepts that the username and password belonging to their electronic message (e-mail) accounts must be had only by themselves, they will not share such individual privacy and security information with anyone else or they know and have to take precautions in case their password is seized by third parties.

Article 15- Users cannot use their e-mail account for commercial, political, religious, ethnic and profit purposes. They can not send collective e-mail to a great number of users without any permission with a purpose of advertising, promotion, announcement etc. The administrators of the academic and administrative units of the university or the personnel authorized by them can send e-mail messages to the users of their units collectively as required by the work and transactions. Sending collective announcements to all users of the university in accordance with scientific, academic and administrative business processes is subject to the permission of the Rectorate.

Article 16- Users are obliged to obey "eduroam Turkey Participation Agreement" while using "eduroam" network and computing resources of participating institutions.

http://www.eduroam.org.tr/dl/eduroam_katilim_sozlesmesi.pdf.

Software, Copyright and License Policy

Article 17 - It is the University's policy to comply with the form and spirit of the laws on copyright and patents, and thus to protect and consolidate intellectual rights. The users accept that they will use any information resources owned by the University within the framework of this policy.

Article 18 - Software used in university units is acquired within the framework of license agreements. The licensing and / or the lack of licenses of other software installed or used by

the units or staff of the University without informing the University administration are their own responsibility.

Article 19 - Unless otherwise stated, users know and accept that all software is protected by copyright.

Article 20- The software used in the university cannot be destroyed, except for the backup application for protection purposes, users cannot make or reproduce copies of the licensed software.

SECOND PART

Authority, Responsibilities and Liabilities Regarding the Use of Information Resources

User and Unit Responsibilities

Article 21 - Users cannot use peer-to-peer (P2P file sharing such as emule, kaza, i-mesh, torrent) software because it creates unnecessary traffic and prevents NEÜ / NET from working properly in terms of scientific and academic activities by being announced by the BİDB. . If the software in question is to be used for scientific purposes, a limited and temporary usage permission is requested from the BİDB.

Article 22 - In order to prevent viruses and similar malicious software from sending a large number of unsolicited e-mails outside the University, access to e-mail servers other than the University's e-mail servers through the SMTP protocol is blocked by the University's firewall. Only web-based applications of institutions and companies that provide e-mail services outside the university are allowed.

Article 23 - Users are responsible for all the information they access, submit or distribute using their computer / network account, and the devices they connect to the network and any illegal transactions and actions made with these devices.

Article 24 - Users are responsible for the administrative and legal consequences that may arise if these resources are used by third parties other than their intended use.

Article 25 - Unit, department, community and individuals are responsible for the content (as content provider) of the web pages they create on their behalf. The responsibility of the non-personal pages of the unit, department and community or group belongs to the manager or authorized academic and administrative staff who requested the creation of the relevant website from the BİDB with an official letter.

Article 26 - The users are also responsible for ensuring the security of the computer they use, installing the protective software to reduce the damages caused by the lack of security, keeping up-to-date, and installing or making the security software installed which was provided by the BİDB.

Article 27 - The BİDB has the authority to enter and report on the relevant records of the servers on NEÜ / NET, provided that the privacy and personal rights of the user are reserved, in case the users do not act in accordance with the rules and legal conditions occur.

Article 28 - Users and units accept that they are subject to legal sanctions specified in all relevant laws, regulations and directives. Users are responsible for any violation of the

directive articles or all restrictions and sanctions specified within the scope of the current and future legislation provisions, even if they are not disclosed in the form of articles.

Article 29 - Regarding the use of information resources, it is the authority and responsibility of the BİDB to identify problems, solve them or detect behaviors against the principles.

Authority and Responsibilities of the Units Offering for Use (Location and Content)

Article 30 - (1) When necessary conditions are met, BİDB may prevent harmful practices that cause interruptions and problems in the use of NEÜ / NET lines that do not have scientific and academic purposes.

Article 31 - All unit officials affiliated to our university are responsible for informing the users in their units to comply with these rules and to make the necessary inspections for the proper use of information resources.

Article 32 - Departments or units using the NEÜ / NET network are responsible for the entry and exit traffic related to the use of their resources. For this purpose, they bear the responsibility of carrying out all kinds of informing, determining the situations that do not comply with the principles and the users and persons who do not comply with the principles, and implementing the relevant sanctions by taking the technical support and cooperation of the BİDB.

Article 33- BİDB on behalf of the Rectorate can update the usage rules in line with technical, legal and administrative developments. These changes can be followed at http://bidb.nevsehir.edu.tr/ag_kullanim_politikasi.

Article 34- In order to minimize the security gaps that may occur in the computer network, the BİDB provides security software to the users and informs its users by monitoring the operating system updates and innovations.

Article 35- Except for the knowledge of the BİDB, no unit can make IP duplication behind a single computer within its own structure, bring many machines to the Internet via this computer and cannot assign IP to their computers other than the IP groups determined by the BİDB.

Article 36- Units and users cannot make changes at the software or hardware level on the cabling system, network access devices and other equipment established by the BİDB in the campuses and buildings. In case of necessity, information is given to the BİDB and technical support is requested. Otherwise, the responsibility belongs to the unit and / or the user.

Article 37- BİDB may apply to take restrictive and preventive measures on all computers connected to it in order to protect the legal entity of Nevşehir University and NEÜ / NET security.

THIRD PART

Various Provisions

Enforcement and Sanctions

Article 38- (1) The sanctions to be applied after the CC is determined that the principles of the directive are not followed are as follows: ARTICLE 38- (1) The sanctions to be applied after the CC is determined that the principles of the directive are not followed are as follows:

- (a) The user is warned verbally or in writing. If the action subject to sanction is a violation of science ethics, the issue is forwarded to the Nevşehir University Scientific Ethics Committee and, according to the decision of the Board, temporary blocking of access to information resources, investigation and other legal processes may be initiated.
- (b) In case the users repeat their actions involving intentions, their unit is warned verbally and in writing to take the necessary measures. If the unit does not apply the principles of this directive despite warnings, it will be prevented from using NEÜ / NET and information resources until necessary measures are taken.
- (c) The level or order of sanctions to be applied is determined depending on the repetition of the situations that are not complied with the specified principles, the magnitude of the damage, and the excessive negative impact and damage created on the whole of NEÜ / NET, ULAKNET and the Internet and information resources. Depending on the situation, various disciplinary penalties specified in laws and regulations may be applied to the user.
- (d) Violations of the guidelines are processed through the relevant and authorized channels of the Rectorate.

Article 39- The user who uses the university informatics resources accepts the articles of this Directive. Users can also not act contrary to the Laws and Regulations to which the Directive is related.

Article 40- (1) If the user action (s) are contrary to the applicable laws, they may lead to criminal action.

Article 41- In cases where usage and user definitions are insufficient or not defined within this directive, other applicable legislation provisions are applied.

Provisional Article 1 - Until the establishment of the said Board, the University Administrative Board is responsible for the procedures regarding the Nevşehir University Scientific Ethics Committee as stated in paragraph 1 (a) of Article 38 of this Directive.

Enforcement and Execution

Article 41- (1) This directive takes effect on the date it is accepted by the University Senate and is executed by the Rector.

(Accepted: Senate decision dated 24/05/2012 and numbered 2012-05-40)

