

## **TED UNIVERSITY REGULATIONS FOR THE USE OF IT RESOURCES**

### **Objective**

**Article 1** – The objective of this Regulation is to specify the rules and procedures that ensure the effective and efficient use of information and communication resources by our users in the process of creating, preserving, protecting and sharing information that TED University needs as well as information that is the prerequisite of scientific development.

### **Scope**

**Article 2** – The provisions of this Regulation relate specifically to the employees and students of TED University, its shareholders, and visitors who are, for any reason, authorized to use university IT resources either temporarily or on a restricted basis.

### **Descriptions**

**Article 3** – The descriptions of the terms used in the regulation are as follows:

*Office of the Rector:* TED University Rector

*University:* TED University

*TEDU IT Resources:* All networks, software, hardware and services whose right of use belongs to TED University and the data preserved within these systems

*TEDU Users:* The permanent and temporary personnel who have academic and/or administrative duties in units in the administrative structure of TED University and all students who receive education at TED University

*Guest Users:* Including users of Eduroam, persons or legal entities who are in corporate cooperation with TED University and who are authorized to access TEDU IT resources either temporarily or on a restricted basis.

### **Principles of Usage**

**Article 4** – TEDU users have the right to direct access to TEDU IT Resources.

**Article 5** – Guest Users can use the TEDU IT Resources temporarily and/or on a restricted basis in line with the opinion and approval of the Office of the Rector.

**Article 6** – It is essential that TEDU IT Resources are used for purposes directly related to education, research, development, social services and administrative or managerial activities.

**Article 7** – The personal use of resources is possible without any commercial purpose and within limits which do not restrain nor prevent their use for the activities described in Article 6. In this sense, the use of resources is regularly monitored and personal use is restricted by the University if deemed necessary.

**Article 8** – Users of TEDU IT Resources are responsible for taking all personal precautions for the safety of those resources which are allotted to them and of which they have the ownership as well as for backing up any information they have in these resources according to criticality levels.

**Article 9** – TEDU IT Resources should be used in line with all rules and conditions (following proper permission rules, appropriate citation and reference, copyright law, licensing conditions, network usage rules, etc.) of any resources or media created using these resources provided by TEDU and preserved/used on those resources (software, hardware, network resources).

**Article 10** – Permission of the Office of the Rector is required in order to either directly or indirectly transfer, rent or use the TEDU IT Resources for commercial purposes.

**Article 11** – TEDU IT Resources cannot be used for the purpose of distributing information presented on TED University resources (announcements, news, documents, etc.) with third party persons/institutions without authorization and/or permission. Likewise, TEDU IT Resources cannot be used for the purpose of accessing the information and resources of TED University or third party persons/institutions without permission and/or authorization (either via computers, computer networks, software, and services), or carrying out activities which restrain the right of other users to use resources, and using the resources in a way that the resources are damaged or their security is threatened.

**Article 12** – TEDU IT Resources cannot be used to produce, store, or transfer material deemed offensive to common moral principles, to create political propaganda, to send unwanted and random messages (SPAM mailings), to hack or involve in hostile activities, to monitor without authorization (snooping), to violate intellectual property rights of persons and institutions, to remove other parties' data and information, to undermine personal information in anyway, to defame, to slander, or to harm studies done by persons and institutions.

**Article 13** – TEDU IT Resources cannot be used to carry out activities deemed illegitimate and against the regulations of the University, the laws of the Republic of Turkey, and other thereto connected regulations.

### **Authority and Responsibilities**

**Article 14** – The University provides users with the TEDU IT Resources for the purposes directly related to education, research, development, social services, administrative/managerial activities, and maintaining and sustaining the operational functionality of these services.

**Article 15** – TEDU IT Resources Users are personally responsible for:

- All operations using the “User Name/Password” pair and/or IP (Internet Protocol) address they are issued through TEDU servers;
- The security of the “User Name/Password” they use;
- The content of all sources (files, documents, software, etc.) which they create by using TEDU IT Resources and/or which they keep on the TEDU IT Resources they are allocated,
- The accurate and complete submission of all information requested by the authorities regarding the use of any resource under the regulations of the University, laws of the Republic of Turkey, and the legislation.

**Article 16** –TED University administration reserves the right to be a party and to preserve and share all necessary information that might be requested by legal authorities in case of conflicts between TEDU Users and Guest Users as well as third parties or institutions.

## **Implementations and Sanctions**

**Article 17** – TEDU authorities can impose one or more of the below sanctions in that order or in any order in the event that TEDU IT Resources are used in activities against the General Principles based on the intensity of those activities, the scale of damage to resources or persons/institutions, and the frequency of the activities;

- The user is given a verbal and/or written warning.
- TEDU IT Resources allocated to the user can be closed temporarily or permanently.
- Academic and or administrative investigation procedures may be put into effect.
- Judicial mechanisms may be put into effect.

**Article 18** – Cases in which usage and user definitions are insufficient or when there are circumstances not included in the “TEDU Regulations for Use of IT Resources” are reviewed by TED University authorities.

## **Enforcement**

**Article 19** – This regulation comes into effect on the date it is approved by the TED University Senate, August 29, 2012.