



## DIRECTIVE ON THE USE OF COMPUTERS, NETWORKS, AND INFORMATION RESOURCES

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| Document Number        | YÖ.054     |
| First Publication Date | 05.06.2017 |
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### Purpose

**Article 1** - The purpose of this directive is to establish the principles related to the correct and efficient use of Alanya Alaaddin Keykubat University's information resources.

### Scope

**Article 2** - This directive covers the rules that all users who utilize Alanya Alaaddin Keykubat University's information resources, services, computer, and communication infrastructure must adhere to for effective and efficient use of these services.

### Basis

**Article 3** - This directive is prepared based on the provisions of the Turkish Penal Code No. 5237 (Second Part, Ninth Chapter, Articles 132–140; Third Part, Tenth Chapter, Articles 243–246), the Electronic Signature Law No. 5070, the Law No. 5651 on Regulating Broadcasting in the Internet and Combating Crimes Committed through Internet Broadcasting, and the provisions of the "ULAKBİM Acceptable Use Policy".

### Definitions

**Article 4** - In this directive:

- a) Information Resources: All kinds of computers/computer networks, whose ownership rights belong to Alanya Alaaddin Keykubat University, licensed/leased by the university, located within the campuses of Alanya Alaaddin Keykubat University, or established and managed by the Department of Information Technologies, including electronic devices connected to this network, other hardware, software, and services.
- b) Users of Information Resources: Real and legal persons authorized and defined on these resources to use the information resources of Alanya Alaaddin Keykubat University.
- c) DIT: The Department of Information Technologies of Alanya Alaaddin Keykubat University.
- ç) Primary Use: The use of Alanya Alaaddin Keykubat University's information resources directly related to the University's education, teaching, research, development, community service, and administrative/managerial activities.
- d) DNS: "Domain Name System".
- e) Secondary Use: Use that falls outside the definition of primary use, does not restrict the purposes specified in the primary use, and utilizes idle capacity not needed within the scope of primary use.
- f) Campus Users: Real or legal persons who use Alanya Alaaddin Keykubat University's information resources by accessing them from within the university campuses, including permanent/temporary staff employed in academic and administrative positions within the administrative structure of Alanya Alaaddin Keykubat University and students continuing their education at the university.
- g) Off-Campus Users: Real and legal persons to whom the information resources of Alanya Alaaddin Keykubat University are temporarily and/or restrictively made available. This includes academic and administrative personnel, students, or individuals granted usage rights who access and use the information resources located within the university from outside the university campuses through various methods.
- ğ) Rector: The Rector of Alanya Alaaddin Keykubat University.

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- h) Rectorate: The Rectorate of Alanya Alaaddin Keykubat University.  
i) ULAKNET: The National Academic Network.  
j) University: Alanya Alaaddin Keykubat University.  
j) Visitor: Persons and organizations who, not having the usage rights defined under the headings of Campus Users and Off-Campus Users, use only the publicly accessible resources or services (e.g., Alanya Alaaddin Keykubat University web pages) of the university's information resources.

### Statement of Authority and Responsibility

#### Article 5-

a) The authority and responsibility for the installation and operation of the internet network at the university belong to DIT. DIT is responsible for establishing, operating, and updating the infrastructure created to enable departments and units to access information resources in line with academic, administrative, educational, and research purposes. DIT installs the main network access points identified in departments and units, conducts the necessary cabling activities for communication with DIT, procures and places the necessary network switching devices to allow users to connect to these points. The authority and responsibility for planning and implementing the system at a technical level belong to DIT. DIT is not responsible for connections of sub-units such as rooms, offices, and laboratories other than the main access points established within buildings; these are under the responsibility of the respective unit/department. However, DIT can provide consultancy services upon request and when necessary.

b) Users of information resources are personally responsible for all activities performed using the user code/password pair and/or IP (Internet Protocol) address assigned to them on the university's servers; for the content of any resources (documents, software, etc.) they create using information resources and/or have on the information resources allocated to them; for providing correct and complete information requested by authorized bodies regarding the use of the resource; and for complying with the usage rules of the relevant resource, university regulations, the laws of the Republic of Turkey, and the regulations connected to these.

c) The University Rectorate and/or units it authorizes determine the general rules regarding the use of information resources and continuously evaluate these rules in the manner foreseen by developing technology and implement necessary changes. When such changes are made, users are informed via general announcement mechanisms.

### Rules for Use of Computers, Networks, and Information Resources

**Article 6** - It is essential that information resources are used for the production, processing, storage, protection, and communication of information, which is of fundamental importance for the university's scientific research, academic activities, educational activities, as well as for service delivery and administrative functions.

**Article 7** - All units that provide information resources for use and all users are obliged to comply with the usage policies of the university computer network and system infrastructure, which are built on ULAKNET and other national and international networks, and to take necessary precautions.

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**Article 8** - Users of information resources must protect the confidentiality and privacy of data transfer and user information they perform over the network, take security measures according to risk levels to minimize threats to the resource, and backup according to the criticality level.

**Article 9** - Units that provide information resources for use ensure the fair use of resources and keep information that may serve as evidence in situations concerning security, in a manner that allows the identification of users who use the resources.

**Article 10** - Units that provide information resources for use are deemed to have assumed responsibility regarding the use of these resources. In case the resources are used in a manner not compliant with the rules by a user affiliated with the unit or department, the opportunity for cooperation between the relevant unit or department management and DIT should be provided.

**Article 11** - Information resources are used within the framework of rules and directives determined by the authorities authorized by the university administration, with appropriate authorization for each task to be performed, not exceeding the purpose for which the authority is granted; they cannot be changed or removed without obtaining authority.

**Article 12** - Information resources are used in compliance with the usage rules and conditions (permission, source citation condition, copyright, license conditions, network usage rules, etc.) of any resource (software, hardware, network resource) created using these resources and hosted/used on these resources.

**Article 13** - The right to use information resources cannot be directly or indirectly transferred or rented for commercial purposes and income generation without obtaining permission from the Rectorate.

**Article 14** - Systems and information resources cannot be used for monitoring, storing, transferring, and distributing information/data and/or traffic on the system or network; using excessive bandwidth that prevents others from using the network; attempting to access another computer, network, or user's information/data without permission, whether successful or not; monitoring, investigating, and destroying this information; attempting to obtain or disseminate user access codes; and attacking a system, network resource, or service within or outside the university system.

**Article 15** - Departments or units are responsible for the incoming and outgoing traffic generated by their users. In this regard, they should quickly evaluate the information and warnings that will come from DIT and implement the necessary sanctions against the user who creates contradictory and undesirable traffic as soon as possible.

**Article 16** - Users cannot use peer-to-peer (P2P file sharing) software that is declared by DIT to create unnecessary traffic and prevent the university system from working properly in terms of scientific and academic activities (e.g., programs like eMule, Kazaa, iMesh, Torrent). If such

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software is to be used for scientific purposes, limited and temporary usage permission must be requested from DIT.

**Article 17** - When DIT detects a problem that may threaten security or the operation of the system, it cooperates quickly and efficiently with the relevant department or unit management to identify the person or sub-unit. For this reason, department or unit management should document matters such as users' connections, IP/MAC addresses, which socket on the network access device reaches which computer, and keep this information up to date. Management must appoint a person responsible for the local network structure and provide DIT with necessary contact information to reach this person quickly when necessary.

**Article 18** - Information resources cannot be used to distribute internal information (announcements, news, documents, etc.) to third parties/institutions without authorization and/or permission; to provide unauthorized and/or unpermitted access to information and resources (computers, computer networks, software, and services) belonging to the university and third parties/institutions; to engage in activities that prevent other users' right to use resources; or to harm resources/threaten the security of resources. Passwords given to users for using university information resources cannot be given to third parties, and third parties cannot be allowed to access university information resources.

**Article 19** - No unit or user, without the knowledge of DIT, can connect multiple machines to the internet behind a single computer by duplicating IP via that computer within their own structure, and cannot assign IP addresses outside the IP groups specified by DIT to their computers.

**Article 20** - The DNS Service is centrally provided by DIT. Units cannot provide DNS service independently.

**Article 21** - Information resources cannot be used to produce, host, or transmit materials contrary to general moral principles, to make political propaganda, or to send random and unsolicited messages (SPAM). Users cannot use their e-mail accounts for commercial, political, religious, ethnic, and profit-making purposes. They cannot send bulk e-mails in an unauthorized manner for advertising, promotion, announcements, etc., to a large number of users. Permission must be obtained from the Rectorate for bulk announcements appropriate to scientific, academic, and administrative work processes.

**Article 22** - Units or departments cannot make arbitrary changes at the software or hardware level on the cabling system, network access devices, and other equipment that DIT sets up and maintains in their buildings. If there is a need, the unit's previously designated technical responsible person, notified to DIT, must contact DIT, and the necessary change is made after mutual information and DIT's approval.

**Article 23** - Units, departments, clubs, communities, and individuals are responsible for the content of the web pages they create in their names. The responsibility for non-personal pages

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in the nature of unit, department, club, community, or group belongs to the faculty member and/or administrator who officially requested the creation of the relevant website from DIT.

**Article 24** - In situations where definitions of use and users are inadequate or situations not defined within the "Alanya Alaaddin Keykubat University Directive on the Use of Computers, Networks, and Information Resources," these are evaluated by university authorities.

**Article 25** - "Disclaimer" texts do not indicate that uses contrary to usage principles are acceptable.

### Rights, Authority, and Responsibilities Related to the Use of Computers, Networks, and Information Resources

**Article 26** - Software Copyright and License Policy:

- a) It is one of the university's fundamental priorities to comply with the form and spirit of laws related to copyrights and patents, thereby protecting and reinforcing intellectual rights. Users agree that they will use any information resource owned by the university within this priority.
- b) Software used within the university is acquired within the framework of license agreements. The responsibility for the licenses and/or the obligations arising from the lack of licenses of other software used by university personnel belongs to themselves.
- c) Unless otherwise stated, users acknowledge and agree that all software is protected by copyrights.
- d) Software in use within the university cannot be removed; users cannot make copies of licensed software except for backup purposes for protection.

### Authority and Responsibilities Related to Use

**Article 27-**

- a) In line with the university's fundamental purposes, DIT, on behalf of the university, provides information resources to its users and ensures the functionality and continuity of these services.
- b) DIT cannot be held responsible at any time for information that will be lost and/or incompletely received/transmitted during internet traffic, or for the complete accuracy, validity, or currency of the information published on the internet platform or the information it publishes itself.
- c) Users of information resources are personally responsible for all activities performed using the "User Code/Password" pair and/or IP (Internet Protocol) address assigned to them on the university servers; for the content of any resources (documents, software, etc.) they create using information resources and/or have on the information resources allocated to them; for providing correct and complete information requested by authorized bodies regarding the use of the resource; and for complying with the usage rules of the relevant resource, university regulations, the laws of the Republic of Turkey, and the regulations connected to these.
- d) The Rectorate and/or units it authorizes determine the general rules regarding the use of information resources and continuously evaluate these rules in the manner foreseen by developing technology and implement necessary changes. When such changes are made, users are informed via general announcement mechanisms.

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### Implementation and Sanctions

**Article 28** - Users cannot have documents that constitute a crime in legal terms, and documents, software, and materials that can destroy and harm computer and network security on portable and desktop computers and data storage devices belonging to the institution and/or person within the university.

**Article 29** - In the event that information resources are used within activities contrary to the usage principles, university authorities may apply one or more of the following actions, sequentially or non-sequentially, depending on the intensity of the action performed, the extent of damage caused to resources or persons/institutions, the severity of the negative impact and destruction created in the university system, ULAKNET, the internet, and the entirety of information resources, and the repetition of the action: verbally and/or in writing warn the user; if the action is within the scope of a violation of scientific ethics, close the information resources allocated to the user for a limited or unlimited period; activate academic/administrative investigation mechanisms within the university; activate judicial mechanisms.

### Effectiveness

**Article 30** - This directive comes into effect on the date it is approved by the Senate of Alanya Alaaddin Keykubat University.

### Enforcement

**Article 31** - The provisions of this directive are enforced by the Rector of Alanya Alaaddin Keykubat University.

It was accepted by the Senate Decision No. 13/62 dated 05.06.2017.

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