The Information Technology Resource Usage Rules at the Lodgings Assigned for METU Staff

I. Purpose

This document was prepared to designate the rules to abide for the usage of information technology infrastructure at the lodgings in METU.

II. The Rules

The rules for the usage of information technology infrastructure at the METU lodgings are explained below in clauses.

1. The personal computers the staff, in the lodgings, use must be utilized in the framework of **"METU Information Technology Resources Use Policy",** the full scope of which is given at the "http://computing-ethics.metu.edu.tr" address.

2. The computer network investment of the University was made by the State, using certain resources, to serve primarily for academic, administrative, educational and research-aimed purposes. The personal and / or primary utilization of the network should by no means adversely affect the primary right and / or the needs (academic, administrative, educational and research-aimed) of other users to access the network. Accordingly, the responsibilities of the staff, when utilizing the information technology infrastructure of the housing assigned to them, are defined below:

   a. The "Peer-to-peer (P2P)" file sharing programs and sites (Rapidshare etc.), besides violating copyrights and license agreements, inappropriately affect the primary usage of the network by using up high bandwidth. For this reason the **"peer-to-peer" file sharing tools** and file sharing sites listed below and / or other similar concepts **should definitely not be used.**

   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, Rapidshare etc.

   b. In no way, can a computer acting as a server which provides Internet services (web hosting, e-mail services etc.) **be operated** in the housing.

c. By no means, can **services and / or software** (proxy, relay, IP sharer, NAT , VPN etc.) that **facilitate the use of University network resources to third parties who are not authorized to make use of these resources from out of campus , or such services that simulate out of campus computers to appear to be identified as if they are in campus,** be operated.

d. **Actions that would jeopardize network security** (DoS attack, port-network scanning, monitoring the network traffic of others, using the operating system without rectifying the security breaches etc.) should be avoided.

e. There is an IP number assigned for each and every computer. This **IP number and / or media access computer address** (MAC address) **of the network interface must not be changed, no operations what so ever should be carried out using other identities**. At cases where the change becomes necessary (procuring a new computer, the break down of the Ethernet card etc.) the change must be notified to the Computer Center, the Computer Coordinator of the Lodgings Area (l-koord@metu.edu.tr).

f. At the housings, every member of staff with a computer registered to her / his name is **primarily responsible for the use and the security of the resources** (network connection, user code, IP-MAC dual, out of / in campus access) allocated to herself / himself and **the inappropriate actions** that may arise from knowingly or unknowingly allowing third parties to make use of these resources.

g. The network devices, hardware and their software in the lodgings area should not be meddled with without the consent of the CC, no actions that may damage structural cabling units and devices can be taken.

III. Implication and Sanctions

1. In realization of failure to abide with the rules and regulations stated above, one or more of the **sanctions** below may be applicable:

- Verbal and / or written notification,
- Restriction of the network access in-campus and / or out of campus,
- Blocking of the network access in-campus and / or out of campus,
- Blocking of the user code registered on the servers,
- Taking action to start administrative investigation within the University,
- Taking action to start jurisdiction.

2.The IP and MAC addresses for the computers of those users whose violation of the rules is ascertained and, thus, restricted are also published at the https://netregister.metu.edu.tr address along with the reason of restriction and these users are informed by e-mail.

3.These rules are valid as from the date of publishing. Those users who make use of the network services at the housings are deemed to have accepted all that has been scripted on this document. The authorities at METU keep the right to make the necessary amendments on this document when the need arises. Therefore, it is imperative that the users follow up the updated documents located at the http://bidb.metu.edu.tr/en/policies-and-rules address.

4. For the questions and proposals relating to the matters of information technology infrastructure at the housings, one can contact to , the Computer Coordinator of the Lodgings Area (https://www.coordinators.metu.edu.tr/koordinator-listesi - Dormitory and Housing Coordinators).