

**T.C.**  
**AĞRI İBRAHİM ÇEÇEN UNIVERSITY**  
**INSTRUCTION ON THE USE OF IT RESOURCES**

**TARGET**

1- The purpose of this directive; Ağrı İbrahim Çeçen University computer network and integrated with computing resources with internet infrastructure for its use is to determine the principles.

**SCOPE**

2- This directive, all within the University's academic, administrative and technical people who work on volumes and with students using ICT resources themselves for any reason given stakeholder and the powers of all volumes to the University they perform with all kinds of information and communication tools they use activities.

**FULCRUM**

3- Directive the basis; the second Part of the Turkish Penal Code No. 5237, (crimes against Persons), chapter nine, private life, and your life is Hidden To crimes against (132, 133, 135, 135, 136, 137, 138,139,140) part three (against society Crimes), the tenth Section (informatics in the field of Crime 243, 244, 245, 246), 5070 numbered "electronic signature Act No. 5651 of blood and Made the arrangement and" Internet Environment Through These Publications listed Crime Publications Did About the Business View Of Ka ", with article 12 of the law numbered 2547.

**IDENTIFIES**

4- This directive at last:

**a- AİÇÜ:** Ağrı İbrahim Çeçen University,

**b- Rector's Office:** Ağrı İbrahim Çeçen Rectorate of the University of,

**c- University:** AİÇÜ

**d- BİDB:** Ağrı İbrahim Çeçen University Data Processing Department,

**e- AİÇÜ IT Resources:** Property rights owned by AİÇÜ, AİÇÜ by AİÇÜ leased or licensed/owned the right to use by every computer/computer network, computer hardware, software and all of the services,

**f- Available Units:** Available information resources academic units (faculties, institutes, colleges, vocational schools, conservatories, research and application centers), administrative units (apartments presidencies, Head Office) and sports-culture-social the activity is being carried out of the units,

**g- User:** Agri Dagi University Informatics resources, education and training, research, management and service activities within the framework of the administrative structure of AİÇÜ that use volumes contained within the academic and administrative duties in permanent, contract and temporary staff as a student of life with AİÇÜ ' is all associate degree, undergraduate, graduate and doctoral students authorized to use ICT resources with all the stakeholders,

**h- Hardware support service:** AİÇÜ development information resources Setup, use, maintenance, repair and other technical support are determined eligible to authority and responsibility levels with information processing Department and computing resources brought in to replace services for available units,

**i-User account:** AİÇÜ servers and hardware resources allocated to them to use "user code/password" the Expression.

## **FUNDAMENTALS OF THE USE OF IT RESOURCES**

**5-** AİÇÜ It Resources; education and training, scientific and technological research, development and dissemination of cultural information purposes must be used.

**6-** The laws of the Republic of Turkey Informatics resources, cannot be used in activities contrary to University regulations and Guidelines.

**7-** The national academic network and Information Centre (ULAKBİM) network management unit is put into effect by the national academic network (ULAKNET) "acceptable use policy agreement" cannot act contrary to what.

**8-** It belongs to the Rector's right to use any of the purpose of the source; Rector lükçe cannot be given real or legal persons without approval.

**9-** It disrupts the security situations and the use of resources for the Eclipse and attempts to determine the user identification of the competent unit made the necessary arrangements.

**10-** The use of information technology resources areas served and this is done within the framework of the purposes of the use of resources; intended uses are declared in an open format to all users, use and location of resources these resources would be available without the authority of the administrator of the unit and cannot be changed.

**11-**General information resources contrary to ethics, persons and institutions that infringes the intellectual property rights of others and of meeting the just requirements of data and information, very destructive, rape, abusive, defamatory and to personal information, defamatory, the work of individuals and institutions annoying SPAM sender other than the prompt cannot be used in a way that cannot be generated as part of this quality on the materials cannot be hosted, and.

## **NETWORK USE THE PRINCIPLES**

**12-** Network equipment management responsibility, should be separated from the servers and clients management..

**13-** Depending on computer networks and systems needed to provide business continuity control and updates should be applied.

**14-** Access not allowed networks, network services and related authorization methods must be specified, and unauthorized launch-related measures should be taken.

**15-** For applications, ports are required for a specific application services or connecting automatically secure gateways must be provided.

**16-** Unlimited network roaming should be blocked. Network services, in which case the default is to deny access, must be released according to need..

**17-** The users specific application services with external networks or secure gateway-to-gateway tries to connect to the compelling technical measures should be taken to..

**18-** Communication between the source and destination networks that are allowed to actively control through network devices (such as a firewall) that measures should be taken and records should be kept. Network access by creating separate logical areas such as VPN, VLAN should be limited. Corporate users of network computers, servers, network, must be separated from each other and DMZ network security servers switch between networks (firewall) must be provided..

**19-** Remote Diagnostics and intervention ensured the safety of the port to be used for..

**20-** All machines connected to a computer network installation and configuration parameters must be compatible with the Organization's security policies and standards..

- 21-** System design and development of the network approved by the institution when interface and protocols should be used..
- 22-** Internet traffic, Internet access and use policy and associated standards should be monitored as described
- 23-** Computer network addresses, network configuration and other design information 3. should be stored in such a way that the reach of individuals and systems.
- 24-** Network devices should not be used for a purpose other than the tasks
- 25-** Network devices to be configured by the system administrator or system administrator should be in control and should be replaced.
- 26-** Be prepared and network devices network documentation up-to-date configuration information should be stored in a secret environment.

## **WIRELESS NETWORKING FUNDAMENTALS**

- 27-** All access that connects to my computer set up a network devices and network interface cards must be recorded.
- 28-** All wireless access devices must be approved by the unit System-Network and information processing, you should use the security settings set by the Presidency of the apartment
- 29-** A strong encryption and access control system should be used. To do this, the Wi-Fi Protected Access2 (WPA2-Enterprise) encryption should be used. IEEE 802.1 x, RADIUS, and TACACS + access control protocol and should be used as strong user authentication protocols..
- 30-** Should be updated on a regular basis in the access device firmwares. This, by the hardware manufacturer provides the implementation of the security-related patches issued..
- 31-** Should be used a strong password for the access to the device. Access passwords should not be left at the default setting..
- 32-** Default SSID names should not be used. Information about the SSID setting information should not be in the institution, the name of the institution, for example, relevant departments, employee name, etc..
- 33-** Care should be taken to get out beyond the boundaries of the institution the signals. To do this, bi-directional antennas using the concentration of radio signals work area should be provided. Users could connect to the network through access devices, Corporate user name and password must be supplied to enter their domain name with information and non-corporate users, should not be prevented from unauthorized access to the wireless network
- 34-** Erişim cihazları üzerinden gelen kullanıcılar Firewall üzerinden ağa dâhil olmalıdırlar.
- 35-** Access equipment must be included in the network through the Firewall users coming through are..
- 36-** Access equipment output bandwidth limitation of incoming users through the Internet must be brought by users of the institution should be all internet bandwidth consumed.
- 37** Access equipment from users through the powers of access to network resources, the internet should be limited to incoming users privileges.
- 38-** User computers must have installed antivirus and personal firewall software.
- 39-** Access equipment must be observed constantly, with a management software.

## **BUSINESS MANAGEMENT RESOURCES USE OF POWERS AND RESPONSIBILITIES**

### **USER RIGHTS AND RESPONSIBILITIES**

**40-** Users; The laws of the Republic of Turkey AİÇÜ information resources, depending on the laws regulations, within the powers have to use.

**41-** The user is only of the right to own the service, use of the right to private and confidential password and user name and/or code is using and whether someone else devretmeyeceğini; \* We would even suspected by someone else will change it immediately. The user, except for the purpose of use of third persons may arise if it is responsible for the administrative and legal consequences.

**42-**AİÇÜ users, AİÇÜ is allocated to them on the servers "user code/Password" Duo and/or they perform using the IP (Internet Protocol) address from all kinds of events, and using information resources AİÇÜ/ or its AİÇÜ allocated to the lender on the information source of all kinds of material (written, oral, video, recorded all kinds of document) for the content of the resource is requested by the authorities about the use of information and complete of the relevant rules of the use of the resource (including the license), Republic of Turkey laws and University Regulations, compliance with legal requirements are responsible for personally against.

**43-**Users e-mail account, commercial, political, religious, ethnic, and cannot use it as a profit. A large number of users, unauthorized in bulk advertising, publicity, announcement, etc. do not send emails to the purpose. Scientific, academic and administrative business processes is the approval of the appropriate public announcements are subject to permission.

### **POWERS AND RESPONSIBILITIES OF THE UNITS AVAILABLE**

**44-**AİÇÜ and Hardware Resources available for use in providing the powers and responsibilities of the Mission Office of the Information Process and substance: 4-f is specified in units managers. These are set upon by the strategies, objectives and decisions, in line with the availability of Information Resources Planning, deployment, use, maintenance and support services, open access and other matters technical and administrative interaction and the most effective Information Resources by acting in cooperation and effectively provide the use. Mad 4-f ' can be specified in the units receive information from support services CC.

**45-**Department "Computing Resources Usage Guidelines under the heading" designated substances and guarantees respect for all the requirement as College policies, protocols and rules to make arrangements in this context all the University units in the use of resources by interacting with the information necessary to support applications has the authority and responsibility.

**46-**Units and users; Set up in the building wiring system CC, network access devices and other equipment at the level of the software or hardware changes. In the case of the requirement to contact with BİDB. Otherwise, the responsibility belongs to the unit and/or user.

**47-** BİDB, pain in order to protect the legal person Opns University attached to it in accordance with the law on the restrictive, all computers, and preventive measures can be applied in your way.

**48-**Without the knowledge of any unit, BİDB within a single computer, by making many IP replication process behind this computer cannot get to the Internet via the machine and computers outside the specified IP groups IP CC cannot assign.

**49-**Department, the minimum level that may occur to users to download security software (antivirus, antispam and personal security software) suggests; by following the operating system updates and innovation informs users.

## **IMPLEMENTATION AND ENFORCEMENT**

**50-** Instruction in the principles of violation detection:

- a- BİDB or offering for use by the unit,
- b- The result of the third-party complaint or offering made by the unit BİDB.
- c- The science of ethics violation or criminal laws of the action carried out under State authority identified by, AİÇÜ is taken from the legal opinion from the Legal Counsellor.

**51-** General information resources Instruction and AİÇÜ of policies used within the activities against AİÇÜ authorities performed the action; A-B Replay-Density,

- a- The user will be warned verbally and/or in writing.
- b- The user has been allocated it resources can be turned off with limited or unlimited period of time AİÇÜ.
- c- The University's on-site academic/administrative investigation mechanism could be triggered in the.
- d- This is action to impose sanctions;

1- Science Ethics breach is within the scope of the topic "AİÇÜ Ethics Committee" will be forwarded according to the decision the Board other rare legal processes can be started.

2- AİÇÜ legal personality and/or bring material and spiritual resources of AİÇÜ load is that load to have recourse, can claim compensation when necessary.

3- You can start the judicial process against the law.

e- If they are connected to the unit, be sure the actions of users, alerted in writing about taking necessary precautions. Unit does not implement this Directive, despite the warning is volume computing resources use the facets, the necessary measures may be blocked until the.

**52-** The provisions of this directive, information resources the University accepts user that uses.

**53-** These instructions are not found in other legislation, are subject to the provisions of the relevant.

## **EXECUTION**

**54-** This Instruction Pain Opns will take effect from the date of the University Senate accepted.

## **EXECUTION**

**55-** The provisions of this Directive executes Ağrı İbrahim Çeçen University Rector.