

DIRECTORY FOR USE OF INFORMATION AND COMMUNICATION TOOLS

Goal

Article 1: Purpose of this directive information on academic and administrative units within the university and communication tools (e-mail, network, wireless, computers, display systems, audio systems, telephone, etc.), training activities the necessary technological tools and effective, efficient and in accordance with the procedure principles for ensuring the use of to determine.

Scope

Article 2: This directive applies to all academic, administrative and technical units the activities that are realized by all kinds of information and communication tools that are used by the students and all the units belonging to the university. includes meat. University and other institutions in joint work between other public and private sector in charge their staff must comply with the provisions of this directive.

Principle of Usage Information and Communication Tools

Article 3: Users are provided with information and communication devices and other such facilities in accordance with the university objectives and will not be be incompatible. On the other hand, university objectives other in the academic-purpose apart from the use in other social activities can not be prevented by.

Defective Behaviors Contrary to the Directive

Article 4: The behaviors mentioned below are irregular use of information and communication tools they are not allowed;

- a) Irregular use of information and communication tools in a criminal behaviors with International Agreement and Regulation of Turkish Law
- b) The use of information and communication tools for commercial sale or advertising without the permission of the university
- c) The use and installation of unlicensed and illegal software

- d) Use of network communication, bandwidth and storage areas unsuitable for educational purposes
- e) It is a violation of the personality rights of others
the transmission of insult materials and conscious storage of the materials
- f)The use of information tools with other's username and password without permission and authorization
- g)Crack or attempt of other's password(installation of sniffer, keylogger, spyware, trojan, etc)
- h)Units or persons belonging to the university unauthorized examination of the files, tampering, damaging, spreading all kinds of virus intentionally
- i) Doing activities with the intention of preventing other users from doing business
- j) Attempt to capture, monitor, modify or modify packets on the network
- k)Except for the permission and information of the university authorities, domain or username opening with omnipotent authority, group, club name
- l) In addition to violating Copyright Law, file transfer, copying and distribution, peer-to-peer file sharing programs, violating copyrights and licenses, spending high bandwidth does not leave resources for network use for primary purposes. For this reason, the use of all "peer-peer" file sharing tools is not allowed. Any use of p2p programs even if they are on their own computer.

Audit

Article 5: The university give an undertaking to not follow academic and administrative staff's personal e-posta, files in their computers and never listening their phones.

However, it should be emphasized that the means of knowledge and communication tools in case of serious complaints or illegitimate complaints about the use of the system in violation of the procedure and purpose, with the written approval of the Rector's office, the right to monitor the information tools and channels provided to the user.

The use of the follow-up right in the stated circumstances The written instruction and permission of the Rector's office.

The monitoring and recording activities to be carried out by the Information Technologies Department and other technical service authorities in the context of the written instructions given to them in the 4th article are kept confidential and can not be evaluated under the crime.

Unauthorized Inspection

Article 6: The University's Information Technology Directors and other technical services and members of the academic and administrative units, the unauthorized inspection and registration activities shall be strictly forbidden and the necessary administrative, legal and criminal proceedings shall be carried out in cooperation with the competent authorities of the Rectorate, except for activities in article 5.

Procedure to be Applied in the Control of Illegal Use

Article 7: In case of serious complaints and evidence arising from the illegal use of the means of information tools, a three-person "Information Crimes Investigative Commission" shall be appointed by the Rectorate to investigate the related events and claims. In committee there must be a member representing the University's Information Technologies Unit and a member representing the unit in which the investigation is initiated. The Commission is obliged to complete the task assigned to it within twenty days and submit the report to the rectorate. The Commission can not issue a report until it has received the defense of the person whose investigation was initiated. Information on the declaration of the user and the evaluation of the other evidences shall be given separately to the opinions and proposals of the members of the commission.

Privacy

Article 8: The Commission reports are always confidential. It can not be shown and informed to the Administrative Board of the University and the person who has been examined about it without the instruction of the rectorate office. The necessary legal proceedings are also carried out on the persons who contravene.

Declaration of Decisions

Article 9: The decisions taken regarding the persons who are examined about them are communicated to them. The Rectorate shall be notified to the competent authorities about the actions which are considered to be a crime according to the provisions of other legislation as a result of the examination made.

Appeal to decisions

Article 10: Within 15 days of the Commission decisions, the University Administrative Establishment may be objected. The University Executive Board decides on the objection within a month at the latest. It can be applied for administrative judicial decision against the decisions made on the appeal.

Force

Article 11: This directive shall enter into force on the date of receipt by the University Senate. No action shall be taken on any action taken prior to the effective date of the Directive falling within the scope of the directive.

Executive

Article 12: The provisions of this Directive are executed by the Rector.