



South Eastern University of Sri Lanka

Rules & Regulations for the Use of Information and Communications Technology (ICT) Resources

1. Interpretation

The followings are the list of terms and their meanings stated in the regulations.

1.1 Institution

The South Eastern University of Sri Lanka (SEUSL)

1.2 Department / Unit / Centers / Divisions

An organizational sub-division of the South Eastern University of Sri Lanka whether academic, administrative or other, e.g. office, division, faculty, unit, service, lab etc.

1.3 Designated Authority

The designated post-holder or body with the authority to give access to ICT facilities and to give other permissions as stated in these regulations. (Annex 1)

1.4 Staff

Staff, whether academic, administrative, technical or other, employed either full-time, part-time or sessional by the South Eastern University of Sri Lanka, including authorized affiliate staff.

1.5 Student

An individual enrolled or registered with the South Eastern University of Sri Lanka or undertaking study or research of any kind provided by, at or under the auspices of the South Eastern University of Sri Lanka.

1.6 Damage

Any deliberate or accidental damage to any South Eastern University of Sri Lanka ICT facility including any modifications to hardware or software which incur time or cost in restoring the system to its original state.

2. Scope

These regulations apply to:

2.1 Type of Individual

All staff, students, and others using ICT facilities described below.

2.2 Type of Use

Academic, administrative and other use of ICT facilities.

2.3 Type of ICT Facility

Personal computers whether desktop or portable; mini or mainframe computers and computer networks; terminals, printers and other peripheral devices; media; all software and data thereon; all computer-based information systems provided for administrative or other purposes.

2.4 Ownership of Equipment

IT facilities owned, leased, hired or otherwise provided by the South Eastern University of Sri Lanka; IT facilities connected directly or remotely to the South Eastern University of Sri Lanka's network or IT facilities, and IT facilities used on the South Eastern University of Sri Lanka's premises.

3. Law

3.1 Applicable Laws include:

Computer Crime Act, No. 24 OF 2007

Penal Code (Amendment) No. 22 of 1995

: Section 286A – Introduced offences to ensure Child Protection. Can be extended to online child abuse images (Meets minimums requirements under Article 9 of the Budapest Cybercrime Convention)

Penal Code (Amendment) Act No. 16 of 2006

: Introduces an offence – Requiring all persons providing Computer service to ensure that the service is not used for sexual abuse of children.

Payment Devices Frauds Act No. 30 of 2006

:An Act to prevent the possession and use of unauthorised payment devices (deals with credit card frauds)

Other International Computer, Data Protection, Cyber related laws.

3.2 Regulations and Law

These regulations apply subject to and in addition to the law. In all cases involving a breach of the law, legal sanctions may apply.

4. Authority

The designated post-holder or body with the authority to give access to ICT facilities and to give other permissions as stated in these regulations is specified in Annex 1 below for the ICT facilities listed.

5. Registration

5.1 General

Use of ICT facilities is conditional on prior registration with, and granting of access rights by, the appropriate designated authority for the relevant facilities as listed, unless certain facilities are specifically exempted from the need for registration. Requests for registration shall be in the appropriate form and shall include details of the requester, the ICT facilities including any necessary details of type or scope of access, and the period for which access is requested. Where registration is not required, use of the facilities is restricted to appropriate staff and students of the South Eastern University of Sri Lanka and other persons.

Registration to use ICT facilities or the use of ICT facilities constitutes acceptance of these regulations.

The granting of access rights to some ICT facilities will be by the provision of username(s) and password(s) giving access to locations, hardware and/or software IT facilities. The provision of such username(s) and password(s) will constitute authorization for the use of those ICT facilities for the purposes specified in the request for registration and under the conditions applicable to those ICT facilities.

Users must not use another user's username or password, nor allow any password issued to them to become known to any other person, nor, having logged in, leave ICT facilities unattended and potentially usable by some other person.

Users must notify the designated authority of any change in their status which may affect their right to use ICT facilities. This does not apply to students completing their studies, or a section of their studies, in the normal way.

5.2 Types of User

Staff: As per the contract of employment, all staff are given authorization to access University ICT facilities in a responsible manner and in accordance with these regulations.

Students: As per the contract of their Faculty & the University, students are given authorization to access University ICT facilities in a responsible manner and in accordance with these regulations.

Others: Persons other than staff and students require the written authority of a unit manager agreed to be appropriate by the designated authority for any request to the designated authority for registration to use ICT facilities.

6. Charging

6.1 Registration and Use

Users may be charged for registration and/or for use of ICT facilities. Where such charges are predetermined.

6.2 Damage

In addition, users will be charged for the cost, as determined by the designated authority, of remedying any damage they cause.

7. Non-South Eastern University of Sri Lanka Use

7.1 Personal

The use of ICT facilities for personal purposes other than for commercial gain must have the permission of the designated authority and may be subject to charge.

7.2 Commercial

The use of ICT facilities for commercial purpose must have obtained the prior permission of the designated authority and may be subject to charge.

7.3 Placement

The use of ICT facilities to the substantial advantage of other bodies such as employers of placement students must have obtained the prior permission of the designated authority and may be subject to charge.

7.4 External

The use of ICT facilities by persons other than staff or students must have obtained the prior permission of the designated authority and may be subject to charge.

8. Equipment

8.1 Introduction

Users are responsible for ensuring that they are sufficiently familiar with the operation of any equipment they use, to make their use of it safe and effective and to avoid interference with the use of it by others.

8.2 Movement

No equipment or other ICT facility may be moved without the prior permission of the designated authority.

8.3 Network Connection

No equipment may be connected in any way into any network or other ICT facility of the South Eastern University of Sri Lanka without the prior permission of the designated authority.

8.4 Loans

Facilities may only be borrowed with written permission in the appropriate form from the designated authority or someone with delegated authority. Any ICT facility borrowed must be returned by the due date agreed when the loan was made.

8.5 Booking

ICT facilities will have access times posted in a prominent position. Those facilities which may be booked in advance (normally by a member of academic staff for class use) will have a notice showing bookings for the current week posted on or by the door to the room housing the facility. A student must vacate any ICT facilities room which is booked for a session of which he/she is not a participant, when asked to do so by the person holding an authorized booking. Application to book the facilities must be made to the Information and Communication Technology Center.

8.6 Loss or Damage

All loss or damage of ICT equipment must be reported to the designated authority.

9. Use

9.1. Users must not in any way cause any form of damage to the South Eastern University of Sri Lanka's ICT facilities, nor to any of the accommodation or services associated with them.

9.2. Users must adhere to the terms and conditions of all license agreements relating to ICT facilities which they use including software, equipment, services documentation and other goods.

9.3. Users must not modify any software nor incorporate any part of the provided software into their own work without permission from the designated authority.

9.4. Users must not load onto the ICT facilities any software without permission from the designated authority.

9.5. Users must not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the South Eastern University of Sri Lanka to prevent this.

9.6. Users must not delete or amend the data or data structures of other users without their permission.

9.7. Users must not in their use of IT facilities exceed the terms of their registration. In particular they must not connect to any other computing IT facility without the permission of the designated authority.

9.8. Users of networks and remote IT facilities shall obey any published rules for their use.

9.9. Users must ensure that they start and terminate each session of use of IT facilities in accordance with published instructions.

9.10. Consumables including stationery must be used for the purpose for which they are supplied and their consumption should be minimized as far as is reasonably possible.

9.11. Users must not interfere with the use by others of the IT facilities, they must not remove or interfere with output belonging to another user.

9.12. Where notices indicate that a specific type of usage or user has priority on certain equipment, other users must vacate such equipment on request from a priority user.

10. Behavior

10.1. The creation, display, production, down-loading or circulation of offensive material in any form or medium is forbidden.

10.2. Network and electronic mail facilities are provided for academic purposes and for the administrative functions of the South Eastern University of Sri Lanka. Whilst personal e-mail messages are not prohibited, all e-mail messages must be regarded as permanent written records, to which other people may have access in transit or storage, and which could result in personal or South Eastern University of Sri Lanka liability. Users must ensure that the content and tone of their e-mail messages cannot be considered offensive or abusive or of a discriminatory or bullying nature or constituting harassment of any kind.

10.3. Users must take every precaution to avoid damage to equipment caused by eating or drinking in its vicinity. In particular, eating and drinking in all student ICT facilities rooms are forbidden.

10.4. Users must respect the rights of others and should conduct themselves in a quiet and orderly manner when using ICT facilities. In particular, the use of mobile phones in any student ICT facilities room is not allowed.

10.5. Users must respect published times for access to ICT facilities.

11. Health & Safety

11.1. South Eastern University of Sri Lanka ICT systems and facilities are provided in accordance with relevant standards; users must conform with South Eastern University of Sri Lanka requirements for health and safety.

11.2. Areas must be kept tidy, free from obstruction and fire hazards. Cables should not be allowed to trail over the floor.

11.3. If an emergency evacuation for fire or bomb threat takes place, users must comply with evacuation procedures under the guidance of designated personnel.

11.4. First aid facilities are available via designated first aiders, the South Eastern University of Sri Lanka's medical officer or security personnel during out of normal hours working.

12. Retention

12.1 Housekeeping

Users' data and software will be subject to published procedures for their removal or archiving after specified periods.

13. Disclaimer

13.1 Functioning

The South Eastern University of Sri Lanka accepts no responsibility for the malfunctioning of any ICT facility or part thereof, whether hardware, software or other.

13.2 Information and Software

The South Eastern University of Sri Lanka accepts no responsibility for the loss of data or software or the failure of any security or privacy mechanism.

13.3 Loss

No claim shall be made against the South Eastern University of Sri Lanka, its employees or agents in respect of any loss alleged to have been caused whether by defect in the resources or by act - or neglect of the South Eastern University of Sri Lanka, its employees or agents.

14. Infringement

14.1 Law

Any infringement of these regulations may be subject to penalties under civil or criminal law and such law may be invoked by the South Eastern University of Sri Lanka.

14.2 Disciplinary

Any infringement of these regulations constitutes a disciplinary offence under the applicable procedure and may be treated as such regardless of legal proceedings.

15. Copyright Acknowledgement

Members of staff, students, any other authorized individuals agree that usage of any Software, Computer Readable Dataset or Courseware or computing services (cloud services), other similar material, hereafter referred to as "the Product or Service", issued or otherwise made available to them by the South Eastern University of Sri Lanka to which they are student or member of staff is subject to the following conditions:

15.1. They will ensure that all requirements of the agreements, contracts and licenses under which the Product or Service is held by the South Eastern University of Sri Lanka will be maintained. (Copies of the relevant agreements, contracts and licenses may be seen by application to the Faculty or office which made the Product or Service available.)

15.2. They will adhere to the regulations governing the use of any service involved in the provision of access to the product whether these services are controlled by their own South Eastern University of Sri Lanka or by some other organization or vendors.

15.3. They will not remove or alter the Copyright Statement on any copies of the Product used by them.

15.4. They will ensure the Security and Confidentiality of any copy released to them, and will not make any further copies from it or knowingly permit others to do so, unless permitted to do so under the relevant licence.

15.5. They will use the Product only for purposes defined, and only on computer systems covered, by the agreement, contract or licence.

15.6. They will only incorporate the Product, or part thereof, in any work, program or article produced by them, where this is permitted by the licence or by "Fair Dealing".

15.7. They will only incorporate some part or version of the Product in any work produced by them with the express permission of the Licensor or unless this is permitted under the Agreement.

15.8. They will not reverse engineer or decompile the software products or attempt to do so unless this is explicitly permitted within the terms of the Agreement for the use of the Product.

15.9. They will return or destroy all copies of the Product at the end of the course/year/period of employment or when requested to do so.

Acceptance of a period of study/employment at The South Eastern University of Sri Lanka constitutes acceptance of these regulations.

Annex 1 - Designated Authorities

ICT Facility	Authority
Corporate ICT Resources including Internet, E-Mail, Network and its peripherals	Coordinator / Director of Information and Communication Technology Center
University Administrative Systems	Director of Information System / Relevant Director / DR /SAR / AR of Office, Units, Divisions
Staff PC Systems	Relevant Dean of Faculty / Head of the Department / Office / Units

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