



INSTITUTE OF AERONAUTICAL ENGINEERING

(AUTONOMOUS)

Dundigal, Hyderabad - 500 043

Date: 22 July, 2017

POLICY DOCUMENT

Institutional Assets - Computer / Laptop and Network Accessories

The document explains about the Policies regarding use of IT devices issued to employees. These Procedures apply to all employees who use the Institution owned IT devices.

1. Introduction:

- 1.1 The computers / laptops / printers / scanners / mobile-phones / dongle /any other IT devices are the property of Institute of Aeronautical Engineering (IARE) and are issued to employees for the purpose of conducting official work. It is intended only for the use of the employee from the Institution to whom it is assigned.
- 1.2 The devices must be at the Institution during regular scheduled work days in order to receive administrative communications, anti-virus updates and other software, to take daily attendance and other requirements of the student records management system, campus management system, learning management system etc.,
- 1.3 The laptop / mobile phone / dongle etc., may be taken home or to other locations after college hours by the employee. However, the employee is responsible, at all times, for the care and appropriate use of the devices. Institute of Aeronautical Engineering will have the access rights to devices and digital content.
- 1.2 Each user who is assigned a laptop computer must have a signed copy of the Acceptable Use Policy on file.
- 1.3 It is essential that the employee assigned a laptop notify Principal (principal@iare.ac.in) immediately after receiving it or incase, if the device is lost or stolen.
- 1.4 The laptop computer is configured to be used on the college network. IARE will not be able to assist you at your home in order to connect the laptop to other internet providers.
- 1.5 The laptop is issued to you in your current position. If you change positions or institution, the laptop may be reassigned to other faculties.
- 1.6 The laptop computer will be returned to the Head of Computer Centre from time to time to receive regular maintenance and upgrades. You will be notified when this becomes necessary.
- 1.7 Institution policies regarding appropriate use, data protection, computer misuse, health and safety must be adhered to by all users of the computer.

2. General Guidelines:

- 2.1 The laptop issued is not to be loaned to anyone.
- 2.2 Other individuals, including children, should not be allowed to load games and play on the computer.
- 2.3 Proper care is to be given to the laptop, including but not limited to the following:
 - a) Give care as appropriate for any electrical device.
 - b) Use a surge protector or unplug the laptop during electrical fluctuations.

- c) Keep food and drink away from the computer.
- d) Do not leave the laptop exposed to direct sunlight or extreme cold.
- e) Position the laptop on a safe surface so it does not drop or fall.
- f) Do not attempt to repair a damaged or malfunctioning laptop.
- g) Do not attempt to upgrade the computer or software.

2.4 Proper security is to be provided for the laptop, including, but not limited to, the following:

- a) Secure your laptop in a safe place at the end of the day.
- b) Do not leave the laptop in an unlocked car.
- c) Do not leave the A/C adapter behind when moving the laptop.
- d) Do not install any unauthorized accessories/software like messengers, chatting software or any malicious software, which may cause problems to the functioning of the Laptop and strictly adhere to Institution's pirated software usage policy.
- e) Do not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.



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DEVICE ACCEPTANCE FORM

Date	
Employee ID	
Employee Name	
Department	
Designation	
Date of Joining	
Email ID	
Phone Number	

Undertaking

I understand that all laptop computers, equipment, and/or accessories that the institution has provided to me are the property of Institute of Aeronautical Engineering (IARE). I agree to the terms outlined in IARE Employee Laptop Agreement and the Network Access Agreement.

I understand that I will report any damage, loss, or theft of the laptop computer to the IARE - Head, Computer Centre. Additionally, I understand that I will not be held responsible for computer problems resulting from regular institution-related use; however, I understand that I am personally responsible for any damage, theft, or loss of the laptop computer and/or related equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the Employee Laptop and Network Access Agreement will result in the restriction and/or termination of my use of IARE laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

Items Loaned / Condition

Serial No.	Item Name & Description	Condition (New or Used)	Item Identification

Comments: (overall condition, scratches, dents, etc.)

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Signature of Head, Computer Centre

Signature of the employee