1. PURPOSE
The purpose of this policy is to determine the conditions of use and acceptable use policy of the Koç University Computer Systems.

2. SCOPE
This policy includes all users that are granted access to all Koç University Computer Systems and Information Technology services either outside or inside of the campus.

3. REFERENCES
N/A

4. RESPONSIBILITIES
4.1. The President is responsible for the implementation of this Policy.

4.2. KU Information Technology Directorate is responsible for the preparation and update of this policy.

5. DEFINITIONS
5.1. Computer Systems
The term “computer systems” means any and all forms of computer-related equipment, tools and intellectual property. This includes computer systems, personal computers, smart phones, tablet computers, computer networks, and all forms of software, firmware, operating software, and application software, which are owned, leased, or arranged for by the University or which the University possesses, has custody over, or controls. To be clear, “computer systems” includes local network, cloud or internet-based services arranged for by the University or generally available local network, cloud or internet-based services that you use to conduct University business or store University data.

6. BASIC PRINCIPLES
6.1. Conditions of Use
All users accept that, by using the University’s computer systems, they are on notice that the University has made no representation as to the privacy of any communication or data stored on or sent through these systems; that the University has reserved the rights set forth in this document and that the use of these systems is limited to University-authorized purposes.

The use of the University’s computer systems in connection with University activities and de minimis personal use is a privilege extended to various members of the University community; it is not a right. Thus, University may make all or part of the computer systems unavailable or limit access to such computer systems (for all or some of the users) at any time, without any advance notice. Users of the University’s computer systems are required to comply with, and by using such systems agree that they are on notice of and agree to comply with, be subject to, and grant the University the right to implement this Koç University Acceptable Use Policy. Users also agree to comply with applicable laws and to refrain from engaging in any activity that would subject the University to liability. The University reserves the right to amend this Koç university Acceptable Use Policy and other conditions related to the usage of computer systems at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable laws.
To protect the integrity of the University’s computer systems and its users against unauthorized or improper use of those systems, and to investigate possible use of those systems in violation of or in aid of violation of University rules and policies, Koç University reserves the right, without notice, to limit or restrict any individual’s use, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorized use of any computer system or which is used in violation of University rules or policies. Koç University also reserves the right to periodically examine any system and any other rights necessary to protect its computer systems. Scanning for malware on University owned computers, and in email messages that are processed through University computer systems are examples of examination to protect the computer systems. The University is not responsible for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computer systems, system malfunction, or any other cause.

7. METHOD

7.1. Acceptable Use Policy

Thousands of users share the computer systems of Koç University. These systems must be used responsibly; misuse by even a few individuals has the potential to disrupt University business or the work of others. Therefore, users are required to exercise responsible, ethical behavior when using the University’s computer systems. This responsibility includes, but is not limited to, the following:

7.1.1. University owns all legal right, title and interest in and to the University’s computer systems. Nothing in the Koç University Acceptable Use Policy or provisions published anywhere by the University relating to the usage of computer systems and conditions shall be construed to fully or partially assign to the users any such rights, titles and interests. University only gives the users a personal, worldwide, royalty-free, non-assignable and non-exclusive license to use the computer systems. Users may not copy, modify, reproduce, create a derivative work of, reverse engineer, decompile or otherwise attempt to extract the source code of any software or other component of the computer systems.

7.1.2. Users may not use those computer systems which the University has not authorized to use. The unauthorized use of computer systems, whether by providing false or misleading information for the purpose of accessing computer systems or otherwise, is prohibited. Users must not use University computer systems to gain unauthorized access to computer systems of other institutions, organizations, or individuals.

7.1.3. Users may not authorize anyone to use their University accounts for any reason. Account holder is responsible for all use of his/her University account. Users must take all reasonable precautions, including password maintenance and file protection measures, to prevent the use of their account by unauthorized persons. Users must not share their password with others, and they should change their password regularly. Account holder is responsible for any and all actions taken using a password belonging to a user account regardless of whether the account holder was the one performing those actions.

7.1.4. University’s computer systems must be used only for University-related purposes for which they were authorized. As with all University hardware, use of the computer systems, including the campus network, for private or commercial purposes is prohibited, except as expressly authorized. University’s computer systems must not be used for any unlawful purpose, including but not limited to the collection, installation or distribution of fraudulently or illegally obtained media files or software. Use of external networks or services – including cloud services – must
comply with the policies of acceptable use published both by the University and by the organizations providing those networks or services.

7.1.5. Users may not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization from the appropriate University’s authorized personnel, security officer, or other responsible party. Users may not copy, distribute, display, or disclose third-party proprietary software without prior authorization from the licensor. Users may not install proprietary software on systems not properly licensed for its use.

7.1.6. Any computer system belonging to the University must not be used irresponsibly or in a way that might needlessly interfere with the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material, or materials such as chain letters, unauthorized mass mailings, or unsolicited advertising; intentionally, recklessly, or negligently damaging any system, material, or information not belonging to you; intentionally intercepting electronic communications or otherwise violating the privacy of others or accessing information not belonging to or intended for you; intentionally misusing system resources or making it possible for others to do so; or loading software or data from untrustworthy sources, such as freeware, onto administrative systems.

7.1.7. University is in no way liable for any content that is not posted on computer systems by the University itself. Users access to the content provided by others at their own risk, understanding that they may be exposed to content that they may find offensive, indecent or objectionable. Computer systems are provided "AS IS" and “AS AVAILABLE”, University disclaims all liability regarding the accuracy, completeness and reliability of any third party content. User will solely be liable for any content that he/she provides or stores under the computer systems.

7.1.8. User accepts that it is strictly prohibited to (i) attempt any actions that may prevent the operation of computer systems or utilization of such computer systems by other users; (ii) load content that would disproportionately burden the computer systems; (iii) commit actions that might threaten the general security of the computer systems and/or harm the other users; (iv) use or try to use any software that might prevent or interrupt the operation of the computer systems.

7.1.9. It is mandatory to report any violation of this policy by another individual and any information relating to a flaw in or bypass of computer system security to Koç University Information Technology Directorate.

7.1.10. The unauthorized or improper use of University’s computer systems, including the failure to comply with this policy, constitutes a violation of University policy and requires the involvement of the Disciplinary Board with the approval of the President. Any questions about this policy or of the applicability of this policy to a particular situation is referred to Koç University Information Technology Directorate.

8. ANNEXES AND RECORDS
N/A

9. REVIEW
The responsibility of reviewing and updating this document belongs to the Information Technology Directorate. Amendments and updates are published with the approval of the President. Review is made every year in June.
10. AMENDMENT/DISTRIBUTION/TABLE OF APPROVAL

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