

Computer Usage Policy

Version	2.0
Policy Code/Category	
Purpose	Organize the use of computer facilities and ensure effective and secure use of University computing environment
DMS File Number	
File Location	Q Drive
Related Documents	Any related policies by code and title
Key words	
Comments	
Prepared by	Information Services Department
Approved by	EMC
Approval date	July 2019
Review date	July 2022

Overview

Sohar University IT equipment and facilities are essential for teaching, research, and administration. Their use should be contributing in these primary functions of the university in a secure and effective way, and therefore their use is governed by this policy and by other related SU policies.

This policy is under the authority and monitoring of Manager Information Technology Services Department of Sohar University and it applies to all Sohar University staff and students.

The Policy/Procedures

1. User should not remove the installed applications from SU computers without obtaining prior permission from ITS. Researchers should seek approval via the research development before installing or removing any application. Consequences of installing such software will be on user own responsibility and risk.
2. Users are only allowed to delete software and files created or downloaded by the user.
3. Proper approval should be granted before installing any additional hardware or software by the user.
4. User are able to access virtual data drive to save any work related files if intended to be included in the university backup system.
5. ITS will not be responsible for recovering any lost documents stored on the user desktop or any other external storage devices (External Hard Disk / USB drive).
6. Students can use the provided virtual data drive or the cloud virtual drive provided by ITS to save their files and documents
7. Users shall use department virtual data drive or document management system to store or share the common files within their departments.
8. Users shall use Common Virtual data drive for sharing documents. Such documents will be removed automatically after a 30 of days. This drive is not included in the ITS backup system.
9. Users are not allowed to do their personal works in their official desktop computers
10. Chatting / playing games in university network is strictly prohibited except for learning and teaching purposes.
11. The university holds no responsibility for assisting the users in issues not related to their academic or official work.
12. Users are responsible for the physical damages to any IT equipment's under their custody like (PC, Laptops, Printers, Projectors, Telephone's etc.,)
13. Users must switch off any IT devices after work done. This includes devices in labs / lecture halls / class rooms / offices before leaving their offices from duty.

14. Users are not allowed to share, give and use any university licensed software with others users or on devices outside the university.
15. SU-ITS hold full rights to monitor / inspect and access any university computers at their convenience for maintenance and upgrading of the system.
16. SU-ITS hold rights to change SU system's configuration.
17. Users should obtain prior permission to shift their computers from one location to another.
18. Users normally required prior permission to use personal computers in university local network.