



Internet Policy and Procedures for Both Academic and Non-Academic Purpose

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This is the new Policy and Procedures of Brac University.

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1. INTRODUCTION

Brac University strives to make the campus community a place of study, work, and residence where people are treated with dignity and respect. The mission of the university is to foster the national development process through the creation of an excellent institution for higher education that is responsive to society's needs and is able to develop creative leaders, and can actively contribute to learning, understanding, and creation of knowledge.

All the students, faculty members, staffs of the University should accept the responsibilities for maintaining an atmosphere conducive to education by respecting the personal safety and individual rights of all in the university community, by conducting themselves in accordance with accepted standards of social behavior, and by abiding by the regulations of the University and the laws of the country, while on the University premises.

Brac University also respects internationally recognized principles of human rights in its all operations, policies, guidelines, and actions. Therefore, the University recognizes the fact that *"the same rights that people have offline must also be protected online."* The University also embraces enjoyment of any right comes with the responsibility to *respect, protect* and *promote* that right.

1.1 Objective of the Policy

The Brac University Safe Internet Policy comes with a bunch of reasonable restrictions and usage policies that it believes important in order to create a safe Internet for the University students, faculty members, and staff.

2. REASONABLE RESTRICTIONS

The conduct of The Brac University students, faculty members, and administrative staffs in cyberspace or Internet or any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network, shall be strictly governed by this Policy. All students, faculty members, and administrative staff enrolled at The Brac University automatically agree to adhere to the reasonable restrictions and usage guidelines under this Policy. It is the responsibility of the student, faculty member and administrative staff to read, understand, and fully comply with all these rules. Behavior in contravention with the rules partially or fully is unacceptable and may lead to administrative actions of various ranges against the individual concerned.

2.1 Disruption and Obstruction

No member of the Brac University shall cause by action, threat, or otherwise, a disturbance that the member knows obstructs any activity in any of the Brac University computing or internal or external

communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network; or the right of another member or members to carry on their legitimate activities, to speak or to associate with others through any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network.

2.2 Interfering with, Obstructing or Disrupting Certain Activities

No member of the Brac University, by using any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network, shall interfere with, obstruct or disrupt the following-

- a. The university activity, this includes all normal university activities, such as teaching, research, recreation, meetings, public events, and disciplinary proceedings;
- b. The Freedom of Expression and movement of students or other members of the university community and their guests.

2.3 Unauthorized Access or Presence

No member of the Brac University shall knowingly gain access to or use, or make others enabled to use, any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network, to which legitimate authorization has not been granted. No member of the Brac University shall use any such facility for any commercial, disruptive or unauthorized purpose.

2.4 Misuse of Computer Facilities, Networks, and/or Systems/ Official email address (s)

No member of the Brac University shall misuse any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system, or digital network.

For the purpose of this section, misuse means, but not limited to, the following acts:

- a. Unauthorized use of a terminal, file, password, or account;
- b. Attempts to degrade system performance or capability;
- c. Breach of computer security;

- d.** Abuse of communal resources (e.g., unauthorized batch programs);
- e.** Misappropriation of intellectual property or licensed software;
- f.** Invasion of privacy to any computer device, physical or virtual data storage, computer network, and servers of the Brac University;
- g.** Harassment or threats.
- h.** Hacking into the computer devices, physical or virtual data storage, computer networks, and servers of the Brac University;
- i.** Changing the source code of the software installed in any computer device, physical or virtual data storage, computer network, and servers of the Brac University without authorization;
- j.** Committing unauthorized tasks or running unauthorized commands in any computer device, data storage, computer network, and servers of the Brac University after getting authorized access to such computer device, physical or virtual data storage, computer network, and servers;
- k.** Unauthorizedly inserting or sending or allowing any malware or phishing tools or ransomware or DDoS attacks or backdoor access to any computer device, physical or virtual data storage, computer networks, and servers of the Brac University;
- i.** Inserting or sending or allowing software to any computer device, physical or virtual data storage, computer networks, and servers of the Brac University without any prior authorization.
- j.** No person shall knowingly mutilate, misplace, misfile, or render inoperable any stored information such as books, film, data files, or programs from a library, computer, or other such physical or virtual information/data storage, processing, or retrieval system.
- k.** No one shall intentionally misuse the organization's official email address for the purpose of spreading rumors or publishing false news or explanations that could jeopardize the organization's positive image.
- l.** No one shall deliberately produce, generate, or distribute fake screen shots containing false information or any other type of sensitive official communication that may never have occurred.
- m.** Any unofficial group or any other entity within or outside the BracU community is prohibited from posting or disseminating screen shots of any official communication made by any Brac University staff member. Depending on the seriousness of the incident, the University authority may take necessary measures and may engage law enforcement authorities.

2.5. Identity Fraud and Impersonation

No member of the Brac University intentionally or knowingly shall use any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system, or digital network, any misrepresentation of official email address/es of the university personnel -

- a. With the intention of deceiving or cheating carries the identity of another person or shows any person's identity as his own or impersonates anyone's identity, or
- b. Intentionally by forgery, assume the identity of an alive or dead person as one's own for the following purpose-
 - i. To achieve some advantages for oneself or any other person;
 - ii. To acquire any property or interest in any property of the university;
 - iii. To harm a person by using another person's identity in disguise.

2.6 Publishing False Information

No member of the Brac University intentionally or knowingly shall use any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system, or digital network to-

- a. Send such information which is false or not true and publish or propagate the same information with the intention to annoy, insult, humiliate or denigrate a person or body of the University
- b. Publish or propagate or assist in publishing or propagating any false information with the intention of tarnishing the image of any member of the Brac University or against the University itself
- c. Publish or propagate or assist in publishing or propagate information in its full or in a distorted form with the intention of tarnishing the image of any member of the Brac University or against the University itself

2.7 False Charges

No member of the Brac University shall knowingly or maliciously bring a false charge against any member of the Brac University or against the university itself by using any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network.

2.8 Electronic Fraud and Forgery

No member of the Brac University shall engage in any kind of electronic fraud or electronic forgery by using any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network.

For the purpose of this Policy, “**Electronic Fraud**” shall mean- if any person intentionally or knowingly or without permission changes any information, deletes, adds new information or creates distortion and reduces the value of that or the utility of any computer program, computer system, computer network, digital device, digital system, digital network, or of a social communication medium, trying to gain benefit for himself/herself or for others or trying to harm others or to deceive others.

For the purpose of this policy, “**Electronic Forgery**” shall means- if any person without authority or in excess of the given authority or by means of unauthorized practice produces input or output of any computer or digital device or changes, erases, or hides incorrect data or program, or results in erroneous information, or information system of any computer or digital device, data system and computer or digital network operation.

2.9 Hate Speech in Cyberspace

No member of the Brac University shall express any kind of Hate Speech by using any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network.

For the purpose of this section, “Hate Speech” shall mean- any kind of communication in speech, writing or behavior, that attacks or uses pejorative or discriminatory language with reference to a person or a group on the basis of who they are, in other words, based on their religion, ethnicity, nationality, race, color, descent, sexual orientation, physical and mental disability, gender or other identity factors.

2.10 Online Terrorism

No member of the Brac University shall use any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network, to-

- a. Create obstruction in the authorized access to any computer, computer network or internet network of any Critical Information Infrastructure or illegally accesses the said computer, computer network or internet network or cause the act of obstruction of access or illegal entry to Critical Information Infrastructure, in order to breach the national security or to endanger the sovereignty of the Nation and to instill terror within the public.
- b. Cause the death of a person or results in serious injury to a person or raises a possibility of it, by inserting malware or hacking or Distributed Denial of Service (DDoS) attack against the above-mentioned computer systems or networks or data storage, etc.

- c. Damage or destroy the supply of daily necessities of the public or adversely affects any Critical Information Infrastructure.
- d. Enter or penetrate any computer, computer network, internet network, any secured data information or computer database or such secured data information or computer database which can be used to damage friendly relations with another foreign country or can be used for acts against public order or which can be used for the benefit any foreign country or any foreign person or any group.

2.11 Online Sexual Harassment

No member of the Brac University shall engage in any kind of sexual harassment by using any of the Brac University computing or internal or external communications facility, computer systems, computer networks, computer program, computer servers, and physical or virtual data storage, digital device, digital system or digital network.

For the purpose of this section, the definition of “Sexual Harassment” shall be derived from the Sexual Harassment Elimination Policy (SHE Policy) of the Brac University.

2.12 Aiding and Abetting

No member of the Brac University shall counsel, procure, conspire with, facilitate, abet, or aid a person in the commission of any of the acts mentioned under Section 2 of this Policy.

3. SOCIAL MEDIA USAGE

Being respectful to the right to information, freedom of expression, and digital rights, Brac University embraces the responsible use of social media to communicate and build relationships with prospective and current students, alumni, employees, parents, and community members. Social media includes but is not limited to digital platform-based media, virtual space or cyberspace, or internet-based media or communication medium. The university recognizes the importance of social media as a tool to accelerate knowledge dissemination through virtual space. Social media also means a software system or service provided via the Internet used to communicate and share information between people through interactions with video, audio, text, or multimedia. Examples include, but are not limited to: Facebook, Twitter, Google Plus, Flickr, Pinterest, Tumblr, Instagram, LinkedIn, YouTube, and WordPress, and other similar services.

This policy applies to all social media postings on an institutional site or on a non-institutional site by the current students, employees, and management of the Brac University. For any website, blog, social media posting, RSS feed, virtual platform, or live broadcasting that belong to and administered by the Brac University, the concerned page/website/platform administrators reserve the right to remove user-

generated content or comments in accordance with this policy for the safety and security of the Brac University and its audiences.

3.1 Official Posting on Behalf of Brac University

All kinds of posts in social media, on behalf of the Brac University, shall be approved in prior by the Office of the Registrar. The Office of the Registrar shall appoint a person or administrative body dedicated for this purpose. All Social Media accounts created on behalf of the University must be linked to the University's administrative email account or an employee's official e-mail account.

Additionally, any social media account/profile/page/group created on behalf of Brac University, or using the brand name or logo of the Brac University is prohibited from:

- Posting content that violates laws of the land or any policy of the Brac University.
- Posting or commenting on anything related to legal matters, ongoing investigations, or litigation
- Using the university brand or name to endorse any view, group interest, product, private business, cause, or political candidate.
- Representing personal opinions as University-endorsed views or policies.

Social media account/profile/page/group administrators and the Brac University social media team reserve the right to review and remove inappropriate content that violates any section of this policy.

3.2 Opening Social Media Accounts on Behalf of Brac University

None shall be allowed to use a personal email account to establish a University-related Social Media account/profile/page/group. More than one university employee must have administrative access to such an account/profile/page/group. Administrative access shall be terminated upon the employee's separation from employment, reassignment to another job, or for disciplinary reasons.

Any Social Media account/profile/page/group created on behalf of Brac University shall be the sole property of the university. If a university department, club, or organization account is linked to an individual person, that person relinquishes all rights to the account, unless they work with the social media account/profile/page/group coordinator to transfer ownership of the account.

3.3 Use of Brac University Name and Logo in Social Media

"Brac University," "BRAC University," "BracU," and "BRACU" shall be considered the exclusive intellectual property of the university. Nobody shall use the Brac University name, logo, or any other university images or iconography without prior approval of the University.

The Brac University name, logo, or any other university images or iconography shall not be on personal, organizational, or departmental sites in a way that promotes a product, cause, personal opinion, group interest, political debate, or political party or candidate.

Nobody shall be allowed to edit or modify logos of the Brac University without prior permission from the concerned Brac University authority.

Brand guidelines for University logos, which are fixed by the Brac University authority, must be followed at all times. Any questions related to usage shall be directed to the concerned Brac University authority.

3.4 Respecting Copyright and Intellectual Property Rights

Anyone affiliated to the Brac University, e.g., student, faculty members, administrative staff, or higher authority, shall not infringe the copyright and intellectual property rights of others and of the university as per the existing laws of the land.

The university holds all the rights to sue any infringement of the copyright and intellectual property against it.

4. PRIVACY AND CONFIDENTIALITY OF INFORMATION

Disclosing, leaking, or posting sensitive or proprietary Identity Information about Brac University or students, alumni, or employees of the Brac University in Cyberspace or Social Media or in Computer Facilities, Networks, and/or Systems, without the prior approval of the university, is prohibited. The medical or financial aspects of Identity Information shall be prohibited to be disclosed, leaked, or posted. Creating such a condition that makes the aforementioned Identity Information available is also prohibited.

Identity information can be disclosed to the concerned person(s) or body subject to the following conditions-

- If it is required by any civil or criminal court for conducting any judicial trial or by the law enforcement agencies for conducting an investigation under any law of the land;
- If it is needed for commencing academic activities including but not limited to publishing results, taking examinations or academic assessments, conducting and facilitating classes, organizations workshops/seminars/symposiums/club activities, university admission;
- If it is needed for conducting disciplinary actions against any student, faculty members, staff, and senior management of the University

For the purpose of this section, “**Identity Information**” means any external, biological, or physical information or any other information which singly or jointly can identify a person or a system, his/her

name, address, date of birth, mother's name, father's name, signature, National identity, photo identity, birth, and death registration number, fingerprint, passport number, bank account number, roll number, driver's license, E-TIN number, Electronic or digital signature, username, passwords, credit or debit card number, voice print, retina image, an iris image, DNA profile, Security-related questions or any other identification which due to the excellence of technology is easily available.

5. PROHIBITION OF CYBERCRIME

No person affiliated with Brac University, e.g., student, faculty member, staff, and senior management, shall engage or commit or assist or abet or instigate any type of cybercrime.

For the purpose of this section, cybercrime means-

- Engage or commit or assist or abet any crime, defined in any law of the land, in the internet-based digital platform or virtual platform or cyberspace or social media or new media;
- Engage or commit or assist or abet any act or omission on internet-based digital platform or virtual platform or cyberspace or social media or new media which is in contravention to this Code of Conduct;
- Engage or commit or assist or abet any act or omission on internet-based digital platform or virtual platform or cyberspace or social media or new media which is in contravention to the SHE Policy of Brac University.

6. APPLICABILITY OF THE POLICY

The Policy applies to all individuals affiliated with the Brac University e.g., students, faculty members, staff and senior management, and committees taking part in daily academic activities of the University.

7. PRINCIPLE TO BE FOLLOWED WHILE IMPOSING RESTRICTIONS

The following principles shall be followed while imposing any sanction under this Policy-

- a. Whether it is necessary to impose a sanction?
- b. Whether the proposed sanction is proportionate to the breach of this Code?
- c. Whether the conduct is described as a breach and a sanction is proposed against that breach by any of the Brac University rules, regulations, or by-laws?

8. APPLICABILITY OF PRINCIPLES OF NATURAL JUSTICE

This Policy shall not be applied, implemented, interpreted, and imposed in contravention to the established principle of Natural Justice and against the laws of the land.

9. AMENDMENT OF THE POLICY

The Policy may be reviewed every two years of its inception. Amendments to this Policy shall be recommended to the Board of Trustees of the university.