



INFORMATION SYSTEMS GENERAL USE POLICY

Document number	MSU.BG.PL.02
Release date	05.03.2021
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1. Aim

The purpose of this policy is to define the general usage principles of information systems within MAUN.

2. Scope

All personnel working within MAUN are within the scope of this policy.

3. Responsible

All MAUN personnel are responsible for the implementation of the policy.

4. Rules

4.1 General rules

- It should be considered that all data created within the institution are the property of the institution.
- Authorized IT personnel can monitor devices, systems and network traffic for the purpose of controlling security systems.
- Institutional networks and systems should be audited periodically.
- Games and entertainment programs should not be run/copied on computers.
- Files should not be exchanged over computers, except for work-related files and applications and training documents.
- Server (web hosting service, e-mail service, etc.) qualified computers should not be kept in the network system without the knowledge of the institution officials.

- Changes in information systems should be made in accordance with procedures.
- Computer resources should not be shared unless necessary. In case the resources are shared, this process should be implemented in a controlled manner.
- Required access authorizations should be defined to prevent unauthorized access to critical information in information systems.
- Passwords should be kept securely and accounts should not be shared with anyone else.
- System level passwords should be changed every 6 months and user level passwords should be changed every 2 months.
- All computers and similar tools should be able to automatically switch to password screen protection within maximum 3 minutes.

Employees should be very careful when opening files from unknown persons. Because these e-mails can contain malicious code and malware such as viruses, e-mail bombs and trojan horses .

Prepared	Controlling	Approver
EFRAİM YILDIZ	CENGİZ ALMAZ	İHSAN TUĞAL



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- All users should be mindful of the efficient use of network resources.
- It should be ensured that large files sent by e-mail are sent only to the relevant users and if necessary, the files should be compressed.
- For mass mails that do not need to see each other in e-mail sending, BCC should be made instead of TO, and confidential transmission should be ensured.

4.2 System and Network Activities

The following activities are strictly prohibited.

- Unauthorized copying of any person or institution's applications, trade secret, patent or other company information, software licenses, etc. violate their rights.
- Copying books without permission, converting photos in magazines to digital format, copying software that requires licenses.
- Infecting the network or servers with malicious programs (example: virus, worm, trojan horse, e-mail bombs, etc.).
- Engaging in any illegal activity using corporate resources,
- Giving your personal account passwords to others or using your personal accounts.
- Engaging in harassment or illegal activities using corporate computers.
- Influencing network security (for example: a person wants to access servers without being authorized) or disrupting network communication (packet spoofing, denial of service, etc.).
- Performing port or network scanning without the knowledge of authorized persons.
- Attempting to evade user identification methods.

- Influencing user's connection using program/script/command.
- To transmit corporate information, personal data defined within the framework of the Law on the Protection of Personal Data, to third parties outside the institution.
- Unauthorized removal of device, software or information that has a high or higher value of confidentiality, integrity or accessibility.

4.3 E-mail and Communication Activities

The following activities are strictly prohibited with no exceptions .

- Using a web e-mail system from an unsecured computer.

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- To forward unsolicited e-mail messages (These may be e-mails, spam e-mails containing advertising messages that the other party does not particularly want).
- Harassment via e-mail or phone.
- Unauthorized use or modification of e-mail header information.
- Creating or forwarding chain emails.
- To forward non-work related messages to many newsgroups.

4.4 Other Information System Activities

- Paying attention to the person you are talking to while communicating with mobile phones and corporate phones.
- Not speaking information that should not be heard by others during telephone communication in crowded and large mass environments
- To comply with the information security criteria in the information shared on the communication applications used on the mobile device (eg WhatsApp, Skype, Turkcell bip etc.)
- Printer, scanner etc. To comply with information security criteria in all kinds of uses made over the systems

5. Sanction

In case of violation of this policy, the necessary technical personnel support is obtained by the Administration.

The reason is examined. Violation is unintentional and personnel training, etc. If the problem is caused by a deficiency

Work is done to close the deficiency that creates its source. Personnel are warned in writing.

If the violation is found to be intentional or if the unintentional violations are repeated more than 3 times, Article 657

personnel in accordance with the civil servants law and additional sanctions specified by the university official letter.

action is taken about it.

All users report security breach incidents and violations of this policy to the relevant units as soon as possible.

is responsible for reporting.

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EFRÄİM YILDIZ	CENGİZ ALMAZ	İHSAN TUĞAL