

## **Information Technology (IT) Policy**

### **Policy Statement**

Educational Technology has revolutionized the education sector providing a plethora of avenues and teaching approaches for providing educational services, especially in higher education. SACOE views IT as the medium for ensuring optimum dissemination of knowledge through its academic, non-academic pursuits and administrative service to all the stakeholders for the criterion of a knowledge society by moulding the future agents of change.

The role of the IT policy is to create, maintain, secure, and ensure the legal and appropriate use of information technology infrastructure available within the college premises. This policy establishes strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by the college. The assets covered by the policy include IT peripherals, data, communication system, audio visual devices, security systems, intellectual property. The College's information technology management aims at identifying, providing and maintaining reliable computing facilities, computing network environment, communication facilities and related infrastructure to facilitate education and research. The college's IT requirements and services are provided through M.G. Technology an IT firm located in Secunderabad. The college's IT requirements are monitored remotely and offline services are provided.

### **Definition**

**Users:** In this document, the term "users" shall mean individuals, staff, students, faculty and office, or any other entity which falls under the management of the college and require or use any services aforesaid.

**Acceptable IT Devices:** any computer, peripheral or network capable device connected to the college's network must belong to, or be formally registered, or be hosted by SACOE. The college reserves the right to restrict access otherwise.

**M.G. Technology (MGT):** SACOE's information technology contractor located in Secunderabad.

### **Objectives**

- to monitor the usage of the facilities provided therein to maintain a secure computing environment and to abide by the norms that exist.
- to ensure users are bound by all the rules and regulations formulated by the college as amended from time to time on use of computing facilities provided to them or owned by them.
- to circulate this policy internally and ensure that all users shall have access to this document.

### **Responsibilities of Users and User Groups**

All users shall comply/be sensitive to:

- existing international, national, central, state and, other applicable laws;
- copyright laws regarding protected commercial software or intellectual property;
- computer use policy of computer networks accessed through SACOE's network either locally or remotely;
- resource utilization and help to minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of the college's network resources; and
- privacy and confidentiality of information based on the Data Protection Act

### **Responsibilities of Data Network End Users**

- Any user group intending to establish connectivity to external data communications network directly should do so after coordinating with the College Principal who will then instruct the IT supervisor accordingly.
- Users shall ensure data availability and security by taking regular backups of the data stored on their systems.
- The individual shall be responsible to report any hardware or software related faults to MGT through facilities provided for reporting. MGT shall take all necessary steps to resolve the issue at the earliest. However, faults that require substantial additional financial expense may need to be approved by college authority.
- All support calls attended by MGT personnel shall be documented and completed in all respects including components that have been removed or replaced by the technician attending to the job.
- The ownership of the equipment assigned to the individual shall remain with the college.
- Possession of computing equipment by students within the campus shall be governed by the rules and regulations formulated by the college. However, students shall be bound by all the provisions of the IT policy with respect to the usage of such equipment within the campus.

### **Provision of Computing Software and Maintenance**

- MGT reserves the right to secure the administrative passwords for all the devices owned by the institute.
- Users may install any software on the equipment allotted to them after obtaining prior approval. All such software that may be installed on the equipment shall be used for college related tasks only. MGT shall reserve the right to restrict users from installing any software that may pose a risk to the security and integrity of the equipment and the college network.
- MGT shall ensure reinstallation of system and application software if required. Users shall request for the same by making a request with the college office who will obtain the necessary approval from the Principal.
- Users shall not copy, duplicate or distribute any software owned by the college or downloaded by them to their PCs.

## **Provision of Network Connectivity and Maintenance**

- MGT is responsible for providing network connectivity services.
- MGT provides data communications connectivity to allow access from a PC, accepted devices or user group to campus-wide network services.
- MGT is responsible for the design, development, and maintenance of campus-wide network facilities or any other technologies that may be adopted.
- MGT will proactively monitor the shared networks to detect problems and will take actions necessary to isolate the cause and correct the problem.
- MGT will assist the college in planning and procuring software/hardware needs as they arise to ensure smooth running of the College's e-governance.

## **Provision of Network Services**

Users shall not use the college's network services to view, download, save, receive, or send material related to or including:

- Offensive content of any kind, including pornographic material
- Promoting discrimination based on race, gender, national origin, age, marital status, sexual orientation, religion or disability.
- Threatening or violent behavior
- Illegal activities
- Commercial messages
- Messages of a political or racial nature
- Gambling
- Personal financial gain
- Forwarding e-mail chain letters
- Spamming e-mail accounts from SACOE e-mail services or computers
- Material protected under copyright laws
- Sending business-sensitive information by e-mail or over the Internet
- Dispersing organizational data to non-SACOE personnel without authorization
- Opening files received from the Internet without performing a virus scan
- Downloading and/or installing programs/software on any network computer(s) without authorization from the college.
- Tampering with your SACOE domain e-mail ID to misrepresent yourself and SACOE to others.

## **Network Activities Not Permitted over the Campus Network**

- Execution of software programs which excessively consume network or network server resources.
- Activities that violate rules of local administration, the State, Central Government or recognized International Organization or Treaties.

- Downloading large files for personal use including music, video and software.
- Probing, scanning or other activities that amount enumeration of campus network.
- Initiating Denial of Service Attacks, Hacking, Cracking or similar activities which disrupt the network services hosted internally and externally.
- Executing network related software for packet sniffing, content sniffing.
- Unauthorized access to internal or external network services, devices, servers, or hosts.
- "Stealing" or "Borrowing" IP addresses.
- Any activity that tarnishes SACOE's professional image.

## **Violations**

- Violations will be reviewed on a case-by-case basis.
- If it is confirmed and proved that a user has violated one or more of the above use regulations, that user will receive a reprimand and the concerned user's future online activities will be closely monitored.
- If a gross violation has occurred, MGT will bring it to the attention of the college office who will take immediate action.
- During the investigation of an alleged policy violation, a user's computing and network access may be suspended.