St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC

Mehdipatnam, Hyderabad.

INFORMATION & COMMUNICATION POLICY

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ICT Policy

Preamble

The rapid expansion of computer related infrastructure and internet-based technologies have made it mandatory for educational institutions to assimilate ICT into the daily teaching learning process for disseminating quality education. The comprehensive adoption of ICT facilities towards holistic development requires a sound set of principles and guidelines towards ICT integration within the institution. This policy endeavours to set forth the guidelines for various stakeholders to optimize the use of ICT resources.

1.0 Objectives of the ICT Policy

- Security: The ICT policy will establish guidelines and procedures for data protection, access control, network security, and information security management since ensuring the security of the college's ICT infrastructure and data is a top priority..

- Accessibility: The ICT policy will ensure that all members of the college community have equal access to IT resources, including hardware, software, and online services.

- Efficiency: The ICT policy will seek to streamline ICT operations and improve efficiency, involving procedures for ICT procurement and implementing best practices for ICT adoption.

- Innovation: The ICT policy will endeavour to encourage innovation and experimentation with new technologies and applications. This includes establishing a framework for ICT development, promoting collaboration between ICT staff and other departments, and providing resources for faculty and students to explore new ICT tools.

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- Compliance: The ICT policy will ensure that the institution follows relevant laws and regulations, such as data privacy laws and intellectual property laws. This includes establishing policies and procedures for data retention and disposal, copyright and licensing of software and content, and compliance with government and industry standards.
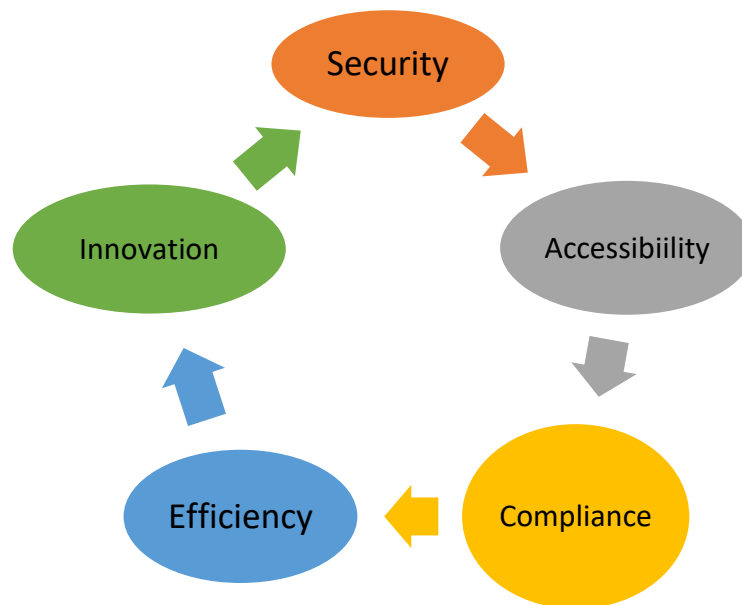
2.0 Scope

The following policies are applicable to all the students, faculty, and administrative and auxiliary staff and other guest users of ICT resources at St. Ann's College for Women, Hyderabad.

3.0 Policy Goals

To achieve the above objectives, the ICT Policy will endeavour to:

- Create an environment to develop a community conversant with technology which can deploy, utilize, and benefit from Information technology.
- Create an environment of collaboration, cooperation and sharing, conducive to the creation of a demand for optimal utilization of and optimum returns on the potentials of ICT in college education.

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- Promote development of local and localized quality content and to enable students and teachers to partner in the development and critical use of shared digital resources.

- Promote development of professional networks of teachers, resource persons and colleges to catalyse and support resource sharing, up gradation, continuous education of teachers; guidance, counselling and academic support to students; resource sharing, management and networking of faculty and management, resulting in improved efficiencies in the teaching-learning process

- Promote research, evaluation and experimentation in ICT tools and ICT enabled practices
  to inform, guide and utilize the potentials of IT in college education and also to promote a critical understanding of ICT, its benefits, dangers and limitations.

- Motivate and enable wider participation of all sections of society in strengthening the
  college education process through appropriate utilization of ICT.

4.0 ICT Policy

4.1 General ICT Ethics Policy

- **Purpose**

St. Ann's College for Women, Hyderabad encourages continuous learning, experimentation, adoption of new technologies and continual development of its students. Various ICT resources have been deployed to encourage high quality educational, professional & career growth and self-discovery & accelerate research activities. The institution respects the privacy and freedom of all individuals and expects them to act in a responsible, legal, ethical and efficient manner when using information technology systems and resources of the institution. The purpose of this policy is to define responsible and ethical use of information technology resources available at St. Ann's College.

- **Statement of Policy**

St. Ann's College for women will provides access to information technology resources for faculty, staff, students, and certain other users to support the vision and

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mission of the college. Every authorized user of ICT resources at the college is responsible for utilizing these resources in an efficient, ethical, and legal manner and in ways consistent with overall college policy.

● **Scope**

The following principles serve to guide the responsible use of information technology for all the users of college.

1. Use computing facilities, accounts and data only with appropriate authorization and for approved purposes.

2. Preserve the integrity of computing systems, electronic data, and communication networks. For example, Users should not modify settings on a desktop computer to make it unusable for others.

3. Respect all pertinent licenses, contractual agreements, and copyrights. Use only legal versions of copyrighted software in compliance with vendor license requirements.

4. Respect the rights of others by complying with all college policies and maintain /preserve the privacy of other individuals.

5. Respect and adhere to all appropriate local, state and government laws.

● **Privacy**

While the College values and respects the privacy of its staff, faculty, students, and other users, the intrinsic nature of electronic records limits the extent to which the College can guarantee a user's privacy. The College does not routinely examine the contents of data or files in user accounts. In rare cases, authorized personnel specifically entrusted and approved by the College Principal may examine a user's data without notice.

● **Personal Use**

Personal use is defined as the non-academic, non-administrative use of ICT systems of the college. Personal use of IT resources of the college is secondary for performing essential College functions using such resources. If personal use of College ICT resources interferes with or causes disruptions to the essential functions of the College performed by ICT, then authorized personnel may curtail such use.

- **Passwords and User IDs**

users must take exceptional care to prevent unauthorized use of their accounts. This includes changing passwords regularly and disabling "automatic" log-ins. The College, reserves the right to restrict or prohibit password sharing.

- **Data Storage and Back-ups**

The College reserves the right to restrict the amount of network storage available for users. Data files are routinely backed up on need basis.

- **Security**

The College implements appropriate standard operating procedures to ensure the security of the ICT resources of the college.

- **Copyright, Trademark, and Domain Names**

Users must comply with all copyright, trademark, and other intellectual property laws. Photocopying copyrighted materials without authorization is also prohibited. The College owns certain Internet domain names including but not limited to stannscollegehyd.com, stannscollegeexamcell.in   Registration of domain names incorporating or referencing college logos and domains is prohibited without the approval of the college management.

- **Compliance and Enforcement**

All users of IT resources of the college must abide by these policies. Users who intentionally violate these policies are subject to disciplinary action by the College, in line with the duly established processes of the College. Guest users of publicly available IT resources of the college are also subject to the terms of this policy. Reports of suspected unauthorized use or misuse of IT resources would be investigated pursuant to standard College procedures.

4.2 Data Security Policy

- **Purpose**

This policy defines the guidelines for the security and confidentiality of data maintained by St. Ann's College for Women, Hyderabad, both in paper and electronic form. This policy also informs each person who is entrusted to access student,

employee and/or institutional data of their responsibilities with regard to confidentiality and safeguarding the data of the college.

● **Statement of Policy**

All authorized users of administrative data are expected to manage, access, and utilize the data in a manner that maintains and protects the security and confidentiality of that information.

● **Scope**

College employees, or others who are associated with the college, who request, use, possess, or have access to college administrative data must agree to adhere to the protocols outlined in the general IT policy.

  o Allowing unauthorized access to College's administrative systems or data by sharing an individual's username and password.

  o Disclosing information about individuals without prior authorization by the college administration.

  o Engaging in any other action that violates the letter and spirit of this policy, either purposefully or accidentally.

4.3 Electronic Communication Policy

● **Purpose**

St. Ann's College for Women has been regularly investing and upgrading technology infrastructure to enhance teaching and learning and enhance quality of services provided. Student, faculty, and staff members have access to college app, Learning Management System (SALMS), institutional email through Google Workplace and various college websites as a communication tool for current news, events, personalized messages and teaching and learning activities.

● **Statement of Policy**

The college provides access to College apps, LMS and email for all faculty/ students and staff.

- **Scope**

- **Assigning of institutional email ID**: Faculties and staff will be assigned an email username and password upon admission to a program or upon hire. The official college email address is of the form : username@stannscollegehyd.com

- **Responsible use of email**: Email, MIS and LMS are the tool provided by the College to complement traditional methods of communications and to improve education and administrative efficiency. All email users have a responsibility to use this resource in an efficient, effective, ethical and lawful manner.

The following should be observed when using any College email system:

- Conducting business for profit using College email and or other resources is prohibited.

- Using any email to send information that is classified as private or can be shown to contain personally identifiable information is prohibited.

- Individuals are responsible for saving email messages as they deem appropriate. Due to limited resources the IT department has the right to restrict the amount of user storage on the College email system. The College reserves the right to purge deleted emails in a users' account if space needs become critical.

- The following types of emails are explicitly prohibited:
  - Emails that exchange proprietary information or other highly privileged, confidential or sensitive information.
  - Emails that are considered advertisements, solicitations, chain letters, political communications and other unofficial, unsolicited email.
  - Emails including sexual content, pornography, lewd or other highly inappropriate behavior when considering the official nature and purpose of the College email system.
  - Emails that are in violation of any laws, including copyright laws, or Institutional policies.
  - Emails that knowingly transmit a message containing a computer virus.

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- Emails that intentionally misrepresent the identity of the sender of e-mail.
- Emails that use or attempt to use the accounts of others without their permission.

4.4 Wireless Network Policy

- **Purpose**

St. Ann's College for Women, Hyderabad provides wireless networking services in campus to enable Internet connectivity for students and faculty. The purpose of this policy and related procedures is to define responsibilities for the management and use of the wireless network and to manage other uses of the wireless spectrum and to ensure security across the St. Ann's network.

- **Scope**

The IT Department will regulate and manage all wireless access points used by wireless technology to ensure fair and efficient allocation and to minimize collision, interference, unauthorized intrusion and failure of the wireless network.

Procedures

- **Security** Users should assume that data transmitted over the wireless network is NOT secure.
- **Access Points** Only access points provided and installed by the IT Department or approved for installation by IT are permitted on the College network.
- **Other Wireless Devices** Unapproved wireless devices are not allowed to use the college network.
- **Authorized Use Only:** Users affiliated to St. Ann's College for Women, Hyderabad are only authorized to use wireless networking on campus. IT may implement or alter data encryption and authentication security measures at any time with the proper notification to the community. **The IT policy will cover all aspects of using ICT enabled services.**

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