NORTH BENGAL ST. XAVIER'S COLLEGE

Information Technology (IT) Policy

Introduction:

The North Bengal St. Xavier's College Information Technology (IT) Policy is the central policies that is an expression of broad intent and plan of action to putting IT to use effectively in all college activities. This comprises the IT facilities allocated centrally or by individual departments. Every member of the College is expected to be familiar with and follow this policy. The College is committed and deeply engaged in the application of IT to enhance administrative efficiency to optimise learning experiences.

Applicability:

The IT Policy applies to
- all the College faculty. (Permanent/ Temporary/ Contractual)
- all the non-teaching Staff (Permanent/ Temporary/ Contractual)
- Administrative Staff (Non-Technical / Technical)
- students and
- all others using the IT resources, for accessing various types of related information.

Objectives:

The major objectives of this Policy are:

- To ensure the integrity, reliability, availability of the College IT Systems.
- To Facilitate effective communication for the learning enrichment and student engagement.
- To ensure that all the users of the College are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.
- To aims at providing secure and acceptable use of the IT infrastructure within the college.

IT usage and Prohibitions:

- The users of the College shall make effective usage of campus collaboration systems, internet, wireless resources, official websites of College and e-Library resources.

- The College shall stress upon the users to comply with policies and legal obligations (including licenses and contracts).
- The College shall try to arrange for awareness programs to familiarize the users with the effective usage of IT resources.
- The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

- Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file□sharing using the College's information resources is a violation of this policy.
- Users must abide by the rules of the College towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.
- IT facilities can be used by the College to enhance its engagement with the society through extension activities.
- The College IT resources shall not be used for any commercial and promotional purposes that violate the College rules.

Security and Integrity:

- Use antivirus and antispyware software to protect "personal" devices from malware. The regular updating of the anti-virus policy and security updates should be done for the protection of computing resources.
- The College IT resources should not be used for activities violating the basic functionality and mission of the College, except in a purely incidental manner.
- The users must refrain from making any unauthorized access of information in order to promote secure access of Network and Computers.
- The competent system administrator may access the information resources for a legitimate purpose.
- Additional procedures to maintain a secured flow of internet in the campus shall be managed through the Use of some type of personal firewall software.

IT Asset Management:

- The College shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.

- The College shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the College. This shall include procedures for managing the purchase, deployment, maintenance, utilization,and disposal of software and hardware applications within the College.

- The College shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification,

minimization and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access

- The College shall try towards the promotion and effective usage of open source software.

Operating Aspects:

- IT systems and infrastructure will be managed by the College System Administrator. The College will create adequate budget for maintenance of the IT infrastructure and to implement this Policy.
- The respective Heads of the Institutions shall be responsible for compliance with all the policies relating to the user/ownership of information resources, keeping in mind the Vision and Mission of the College.
- The users are entirely responsible for the activities they perform on College Computer System with their "Username and Password".

Violation of Policy:

- Any violation of the basic objectives and areas mentioned under the IT Policy of the College shall be considered as a violation and as a misconduct under College Rules.

Implementation of Policy:
- For implementation of this policy, the College will decide necessary rules from time to time.

Review and Monitoring:
- The Policy document needs to be reviewed at least once in two years and updated if required, so as to meet the pace of the advancements in the IT related development in the industry.

Principal
North Bengal St. Xavier's College