



## **IT Policy**

### **2019 onwards**

### **Procedures and Guidelines**

#### **Purpose**

The purpose of the IT Policy is to ensure all the members (faculty, staff, students, alumnae, guests, etc) of Holy Cross College (Autonomous) Tiruchirappalli, be aware of the utilization of the IT facilities available in the campus. The policy covers the usage of all the IT support devices such as computers, laptops, hardware, servers, printers, projectors, scanners, hubs, digital board, internet, intranet, Learning Management System, smart board, mobiles etc.

#### **Policy Statement**

Holy Cross College facilitates the campus with all IT Resources to authorized users in order to assist them in performing their work smarter. The usage of IT Resources apart from the specified policy is prohibited, except for incidental personal use as defined in this policy.

#### **Scope**

The scope of the policy is to maintain and secure appropriate use of Information technology infrastructure established in the campus. It establishes strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information that are accessed, created, managed, transmitted and/or using the IT Resources. This policy governs the use of IT Resources, which includes IT services, facilities and equipment provided by the College for the use of staff, students and others.

#### **Review Period**

The content controller of this Policy will conduct a review of this Policy when significant process changes occur, to ensure the information contained herein is current and applicable.

#### **Rules and Responsibilities**

- Security is provided to protect the college Information Resources.
- Complex passwords are used to safeguard the information
- Separate ID is provided to staff and students to ensure authenticity of the users to protect the information and authenticate the usage of IT Resources.
- Protect data, information systems, computers, network devices, intellectual property, as well as documents



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Tiruchirappalli - 620 002, Tamilnadu, India.

### **Prohibited Activities**

The following activities are strictly prohibited:

- Unauthorized access of College equipment, facilities, networks, information or accounts.
- Sharing the IT account and password to others for accessing the IT Resources.
- Intentional obstruction of the IT resources in the work of other students, faculty members or college officials.
- Obscene, pornographic, abusive, defamatory, derogatory, threatening, violent or harassing information including material that may interfere with other individuals' rights under the Occupational Health and Safety Act or Human Rights Code.
- Spreading, transmitting confidential information by unauthorized users.
- Intentional interference by flooding the network with messages, chain mails, spreading viruses using the IT Resources to hinder the normal functioning of the IT Resources.
- Unauthorized access, modification, copying, deleting or disclosing the information stored on IT Resources.
- Usage of the College IT resources for personal or political or personal commercial gain.
- Using the IT resources to gather other individuals' personal information under false intention or for unlawful gain.
- Unauthorized sending of bulk emails from College.
- Web page or link creation for displaying offended information that conflicts with rights and interests protected by Law.
- Any individual or entity that publishes or transmits materials in electronic forms shall be subject to restrictions for non-compliance.
- Any information found to be inconsistent with cultural ethos, contradictory to established practices or customs, shall be subject to corrective action and/or removal, in order to preserve and respect cultural heritage.
- Whoever hosts any online gaming resource which induces users to commit
  - (a) dangerous acts which are harmful to users or others; or
  - (b) acts which cause injury to themselves or others; or
  - (c) any illegal act;is punishable and subject to law enforcement.



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College may report suspected violations of the law to law enforcement and will cooperate with all local, national and international law enforcement agencies.

### **E-mail Communications**

All the users of the Email facility of the IT Resources must adhere to the rules of the IT Policy.

1. The facility should be used primarily for academic, official purposes and to a limited extent for personal purposes.
2. Using the facility for illegal/commercial purposes is a direct violation of the IT policy.
3. The illegal use of software includes the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages, generation of threatening, harassing, abusive, obscene or fraudulent messages/images.

### **Social Networking Sites**

Social networking sites are any forms of online platform which people use to build social network or relationship with other people to share career interests, activities, etc. These sites are not limited to Facebook, Twitter, blogs, wikis, etc. that provide a platform for individuals to engage in networking activities, or publish information on the Internet.

The use of IT Resources to engage in social networking and publish information on the internet is subject to IT Policy.

The use of the IT resources for social networking prohibits the following activities:

- Posting or Publishing any confidential College information or information that is not approved for public disclosure on social networking sites or the Internet.
- Unauthorized usage of social networking sites or publishing comments, opinions or statements for work- related purposes.
- Posting implicit or explicit comments, opinions, and statements given on social networking sites or Internet that represent the views/beliefs/stance of the College without prior approval from the College.
- Posting comments, opinions or statements which interfere with the employees' or students' rights under the *Human Rights Code* or the *Occupational Health and Safety Act*.
- Publishing or posting comments, opinions or statements that affect the College's reputation or otherwise affect its ability to achieve its mandate.
- Posting any information, comment which is against any cultural ethos, caste, religion or gender is punishable.



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- Posting online games or any information which involves dangerous acts or intend to harm others or themselves are punishable.

Note: Publishing any information on a social networking site must adhere to the Policy.

### **Personal Computing Devices**

Students, employees and others connect the personal computing devices (e.g., laptops, handheld devices, tablet computers, smart devices, mobiles) to the College network. The usage of the personal computing devices through the IT resources of the College is subject to all the rules set above. Using the IT resources to send private and personal communications through personal computing devices is not encouraged. The College can set an investigation, examine a personal device whenever necessary.

Furthermore the staff using the College network to connect their personal mobile devices must satisfy the following:

- IP must be set and an account needs to be created for staff by the authorized admin in order to provide security.
- Password enabled screen saver needs to be activated to lock the screen after a period of inactivity and a password needs to be re-entered to unlock the device screen
- Installation of firewall and anti-virus software if supported by the device.

### **Enforcement, Privacy and Consequences of Policy Violations**

Staff, students and clients can report any suspected infractions of this Policy to the College IT Admin. The College may access the information or data stored or communicated through the IT resources for facilitating the work in the absence of an employee, for technical administration, auditing, to investigate suspicious activities and to comply with legal obligations. In case of any suspicious activity caused by the violation of the Policy, the College may restrict access to IT Resources pending completion of an investigation. Appropriate disciplinary actions can be exercised by the College in case of any Policy violation, which is not limited to

- verbal/written warnings,
- withdrawing of e-mail or Internet accounts,
- removal of materials from College computer equipment facilities and networks,
- behavioral contract, suspension and/or expulsion from the College for students,
- disciplinary action and/or termination of employment for staff

In addition to internal College sanctions that can impact on a student's academic performance





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or employee's employment, the College may report suspected violations of the law to law enforcement and will cooperate with all local, national and international law enforcement agencies. The College is not responsible for sanctions taken by these agencies for violations of this Policy that are against local and international laws and/or criminal codes.

### **Annexure**

Information Technology Act 2018



*Sr. Rajakumari*

**Principal**  
**PRINCIPAL**  
**HOLY CROSS COLLEGE,**  
**(AUTONOMOUS)**  
**TIRUCHIRAPPALLI-2.**