



Institutional IT Policy

Introduction

Information and Communication Technologies are defined at all devices, resources and services that can be converted into or delivered through digital form and which can be used for achieving the goals of teaching-learning. It is obvious that our IT system and associated facilities are provided principally for academic purpose directly related with the work of the institution, staff and students. This policy has set rules for its use.

ICT Code of Conduct-(Staff members)

Data Protection and Email policies are set out in the college. It includes policy for communication with students and parents via electronic means. The policy has been designed to protect the staff members from allegations of impropriety which is very important. Staff members must not communicate with students or parents via social networking rules.

1. Staff members must not disclose any personal data to any third party without the permission from the Principal.
2. Staff members must not disclose their username or password to third party.
3. Staff members should not communicate/provide email address of any student to any third party without the express permission of the Principal and the parents of the students.
4. Staff members must take due precautions to safeguard data stored in devices or electronic media from unauthorised access.
5. Staff members should be cautious and polite while posting discussion board and messaging on email.
6. Staff members must be encouraged to read email on regular basis. Answer to a question, if asked, must be given within time schedule and must be appropriately phased and polite.
7. Staff members are advised to keep records of important e-mails in the 'Sent Folder' for future reference.
8. Photographs or footage that include students record should not be used outside College without the express permission of the Principal.

ICT Code of Conduct (Students)

1. I will only use the college network only for the purpose allowed by the college.
2. I will only use my personal devices to support my learning.
3. I will make sure that my personal devices will be protected from unauthorized access and hacking.
4. I will send emails to and read emails and attachments received form only those people whom I know or approved by my teachers/parents.
5. I will make sure that my email messages and social network postings are polite and responsible.
6. I will not share any personal information, photographs or video footage to any person or site.
7. I will inform the institution if any unpleasant or offensive messages or pictures are received on my email.
8. I understand that the college has right to check my files and internet sites I visited.
9. I will not copy other's work from the internet to show it as own.
10. I will not take photographs or video footages of other students or college staff members without permission.
11. Only with due and expressed permission, I will use the Social Media Code of Conduct.
