St. Anthony's College, Shillong

Information Technology (IT) Policy

INTRODUCTION

The IT policy of St. Anthony's College, Shillong (SAC) exists to maintain, secure, and ensure legal and appropriate use of information technology infrastructure established by the college on the campus. This policy establishes necessary strategies and responsibilities for protecting the **Co**nfidentiality, **I**ntegrity, and **A**vailability of the information assets and corresponding infrastructure that are accessed, created, managed, and/or controlled by the college. The information assets addressed by the policy include data, information systems, computers, network devices, internet access, website and email services, mobile/desktop/server computing facility, documentation facility (printers/scanners/photocopiers) as well as multimedia contents.

This IT policy also applies to the resources administered by the administrative departments such as Library, Computer Centre, Laboratories, Offices of the college recognised Associations/Clubs/, or hostels and guest houses, or residences wherever the network and IT facility was provided by the college.

Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to SAC IT policy.

Further, all the faculty, students, staff, departments, authorised visitors/visiting faculty and others who may be granted permission to use the college's IT infrastructure, must comply with this policy. Violations of this policy by any of the users may even result in disciplinary action against the offender by the college authorities. If the matter involves illegal action, law enforcement agencies may become involved.

SCOPE

This policy defines the appropriate use of academic IT resources. It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate avenue for the proper exercise of those freedoms. This policy applies to all users who access any SAC's IT resource. The users include all faculty members, students, administrative staff, systems and network administrators, guest and visitors in the college. All users of these resources have a responsibility to know, understand, and comply with this policy. The users of these IT resources have the responsibility of any civil and/or criminal liability that may arise from the individual use or misuse of the resources. SAC accepts no liability for interference with, or loss of, any files, programs,

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or data belonging to any user resulting from efforts to maintain the privacy and security of its computing facilities. However, this policy does not cover any IT related matter of the faculty members, students, and administrative staff performed outside the college campus.

The IT policies may be classified into following sub-policy groups:

I. IT Hardware Purchase and Installation policy
II. Software Installation and Licensing policy
III. Network (Intranet & Internet) Use policy
IV. E-mail and Social Networking Account Use policy
V. Social Media Use policy
VI. Web Site Hosting policy
VII. E-Governance Use policy
VIII. IT infrastructure sharing policy

I. IT Hardware Purchase and Installation Policy

1. The purchase of any IT devices by any department or offices or centre or through any funded scheme in the college should be in consultation with the systems and network administrators. These IT devices procured becomes the property of SAC.
2. The purchase of any IT devices must follow the quotation/tendering process such that better pricing, warranty and after-sale-service can be obtained.
3. The installation of computers, printers and network devices anywhere in the campus such as departments, staffrooms, classrooms, labs, conference halls, etc. should be performed by/under the supervision of the technical staff of the college. The department or office where the hardware is installed will be responsible for its monitoring and proper maintenance. In case of repair beyond their capacity, the technical staff need to be contacted.
4. Computers, printers and other IT devices purchased by any Department/Office/Centre should preferably be with 3-year on-site comprehensive warranty. After the expiry of warranty, it should be under the maintenance of the college IT team.

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5. In any department where the computer and printer is installed will be considered as “primary” user. If a department has multiple users, none of whom are considered the "primary" user; the department Head should make an arrangement and make a person responsible for compliance.
6. All the computers, printers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthling and have properly laid electrical wiring.
7. While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.
8. File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.
9. Computer systems and printers may be moved from one location to another with prior intimation to the Principal and the IT team that maintains a record of computer identification names and corresponding IP address.
10. Any computer or devices that is found to be creating problem to the smooth functioning of the network should be immediately brought to the notice of the IT team and be disabled.
11. Use of removable devices such as pen-drives, SSDs, external HDD, etc. is restricted in any of the computer labs. However, faculty members and administrative staff may use these devices after proper scanning for viruses and malwares.
12. The installation and monitoring of closed circuit television (CCTV) in the campus should be performed by/under the supervision of the technical staff of the college.

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13. Any user not complying with this policy may leave themselves and others at risk of IT and network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity.

II. Software Installation and Licensing Policy

1. Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.
2. The college IT policy does not allow any pirated/unauthorized software installation on the college owned computers and the computers connected to the network. In case of any such instances, the college will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.
3. Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers).
4. SAC encourages user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.
5. Computer systems used in the college should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy. Individual users should make sure that respective computer systems have current virus protection software installed and maintained.
6. Individual users should perform regular backups of their vital data. Virus infections, OS crashing and unnecessary internet downloads often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.
7. Projects/software developed in the college by the staff/student becomes the property of the college and its deployment outside the campus can be done after due permission from the Principal and through the Head of Department.
8. Users not complying with this computer security policy leave themselves and others at risk of virus infections which could result in damaged or lost files

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inoperable computer resulting in loss of productivity risk of spread of infection to others confidential data being revealed to unauthorized persons.

III. Network (Intranet & Internet) Use Policy

1. The network team is responsible for the ongoing maintenance and support of the college network, exclusive of local applications. Problems within the college's network should be reported to the team.
2. Any computer (PC/Server) that will be connected to the college network, should have an IP address assigned by the network administrator.
3. As and when a new computer is installed in any location, the concerned user should report to the network administrator for the purpose of IP address allocation. Similarly, new laptops and mobile devices should be configured before connecting to the college network.
4. The IP addresses allocated to each systems and the usernames should never be shared with any other user. The individual will be solely responsible for any such misuse and their access will be disabled.
5. Use of any computer at end user location as a DHCP or proxy server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the college.
6. Computer systems that are part of the college's campus network, should not be used for dial-up/broadband connections, as it violates the college's security by way of bypassing the firewalls and other network monitoring servers.
7. The use of internet in the college is completely for academic purposes and the users must refrain from visiting sites that could infect their system. The internet users should refrain from unnecessary downloads which may slow down the campus network. The download managers such as torrents, DAP, etc. is restricted.
8. All computers that are connected to the college network are continuously being monitored for any malicious activity and unnecessary downloads. In case of any such non-compliance with this policy may result in withdrawing of the IP address allotted to that computer system and disabling internet access from all their devices.

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IV. Email Account Use Policy

1. In an effort to increase the efficient distribution of critical information to all faculty, staff and students, and the administrators, it is recommended to utilize the college's e-mail services, for academic & other official purposes.
2. For obtaining the college's email account, user may contact the technical team. As of date, only the faculty members and administrators can avail the institutional e-mail services in the college domain.
3. Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:
    a. The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
    b. Using the facility for illegal/commercial purposes is a direct violation of the college's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, 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.
    c. While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.
    d. User should not open any mail or attachment that is from unknown and suspicious source.
    e. User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
    f. User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
    g. While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

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h. Impersonating email account of others will be taken as a serious offence under the college IT security policy.

i. It is ultimately each individual's responsibility to keep their e-mail account free from any violations. The college holds no responsibility for any of fraud or misuse by outside agents or hackers.

j. In case a faculty/staff resigns/retires, the institutional email ID will be deleted/deactivated up to a maximum of 90 (ninety) days from the date of resignation/retirement. So, it is the responsibility of the individual to back-up their mails before the time limit expires. After the given period, no queries will be entertained.

V. Social Media Use Policy

1. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with SAC staff, as well as any other form of electronic communication.
2. The SAC's social media handle is managed by the Social Media Ambassador (faculty member) appointed by the college management, is responsible to post only college related activities.
3. Individuals, faculty members and administrative staffs should always ensure that your contents and views posted in SAC's social media handle are appropriate, honest and accurate towards the college, colleagues, students and staff. Inappropriate postings such as discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct may subject you to disciplinary action.
4. The contents posted in the SAC' social media handle is only for the interest of the college and should not invite any political, religious, financial and judicial discussions.
5. SAC does not take the responsibility of contents and views posted in the personal social media handles of individuals, faculty members and administrative staffs.

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6. Individuals, faculty members and administrative staffs are strongly discouraged to used social media during the working hours, unless it is for college purpose.
7. Posting of personal/classified/confidential data in social media platforms are strictly prohibited. This is in the interest of the college and the individual.
8. Non-compliance of this policy will lead to disciplinary action against the offender by the college authorities. If the matter involves illegal action, law enforcement agencies may become involved.

VI. Web Site Hosting Policy

1. Departments, Student clubs and associations may have their pages on the college official website. Their webpages must conform to the college Web Site Creation Guidelines for Web site hosting. As on date, the Dept. of Computer Science is responsible for maintaining the official web site of the college viz., https:// anthonys.ac.in only.
2. The college computer and network infrastructure is a limited resource. It is recognized that each individual faculty will have individual requirements for his/her pages. Hence, faculty may have their personal pages linked to official web site of the university by sending a written request to the Dept. of Computer Science giving the details of the hyperlink of the URL that he/she wants to be added in the official web site of the college.
3. The home page of every faculty will include the SAC Content Disclaimer.
4. Faculty may have class materials (syllabi, course materials, resource materials, etc.) on the Web, linked through the appropriate department's pages.
5. The college encourages all the departments to the use the institutional LMS viz., https://moodle.anthonys.ac.in for online teaching-learning.

VII. e-Governance Use Policy

1. This policy relates to the databases maintained by the college administration under the college's e-Governance. SAC has its own policies regarding the creation of database and access to information and a more generic policy on data access.

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2. In order to facilitate smooth functioning of SAC, a customised ERP has been developed and regularly updated by the team. Data access from the ERP team is permitted only through the Principal.
3. The custodian of faculty, staff and student data in what-so-ever manner generated, stored or created is the property of SAC. SAC reserves the right to use the data of these individuals for statistical and other academic analysis.
4. For the purpose of e-Governance, Management Information System requirements of the college may broadly be divided into eight categories. These are:
    a) Personnel Information Management System
    b) Students Information Management System
    c) Financial Information Management System
    d) Inventory Management System
    e) Library Information Management System
    f) Document Management and Information Retrieval System
    g) Alumni Information Management System
    h) Hostel Information Management System

Here are some general policy guidelines and parameters for Departments and administrative office data users: -

i. The college's data policies do not allow the distribution of data that is identifiable to a person outside the college.
ii. Data from the college's database including data collected by departments or individual faculty and staff, is confidential and for internal purposes only.
iii. Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the Office of the Principal.
iv. Requests for information from any courts, attorneys, etc. are handled by the Principal's Office and departments should never respond to requests, even with a subpoena.

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v. At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.

vi. All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the Principal's Office of the college.

vii. Tampering of the database by the department or individual user comes under violation of IT policy. Such data tampering actions by college member or outside members will result in disciplinary action against the offender by the college authorities. If the matter involves illegal action, law enforcement agencies may become involved.

VIII. IT Resource Sharing Policy

1. SAC shares its IT resources such as computers, projectors, Wi-Fi, etc. with other institutions (Government or non- Government agencies) on a priority basis. The first priority goes to the academic courses and annual events on the academic calendar, second priority to SAC sponsored events and third to others which may be in the interest of the students/staff/society or government.
2. The computer labs are shared with government or non-government agencies for conducting their online recruitment examinations or trainings. These facilities are shared especially during the holidays when there are no academic activities in the college. The facilities are shared on conditions and charges as approved by the finance department.
3. Technical consultation is provided to other institutions and expertise shared without affecting the in-house functioning of the college.
4. Wi-Fi access key and user credentials provided by the technical team to each of the faculty member and students of the college, should never be shared with anyone.
5. Licence software including operating systems cannot be shared with any other institution/person outside college. If anyone is caught doing so, he/she will be considered as a violator of the SAC's IT policy.
6. CCTV footage and recordings is the property of SAC. These can be shared with the law enforcing agencies after proper verification from the college and only through the Principal.

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7. The admin/access credentials of all the systems/software/CCTV or any other IT devices is under the custody of the technical team of the college. This is partially shared with other staff or faculty members depending upon the requirement and necessity; only after due permission from the Principal.

IX. Other important information

1. Stealing and vandalizing of IT resources will not be tolerated. The offender will be dealt with in accordance to the law. Staff/Students are reminded that surveillance cameras are installed in the college campus.
2. All users of SAC share the responsibility to use computing and network resources and facilities in an effective, efficient, ethical and lawful manner as stated in this IT policy.
3. Due to the dynamic nature of the Information Technology, policies that govern information security process are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing technology, changing requirements of the IT user community, and operating procedures. SAC reserves the right to update IT policy without notifying any faculty/staff/students as and when amendment is felt necessary.

Policy regularized on	June 13, 2018
Policy revised on	April 25, 2019
	February 12, 2020

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