



SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

INFORMATION TECHNOLOGY ASSETS AND USAGE POLICY (ITAUP)

This policy is the guideline for appropriate use of all information technology enabled resources (but not limited to) such as computers, networks, and the information contained therein.

Authority:

Approved by the competent authority of LSRC.

Applicability:

The IT policy is applicable to all the students, teaching and non-teaching staff of LSRC and all others who use LSRC's Information Technology (IT) resources (i.e. all the computers, communication nodes, information and communication technologies (ICT) etc., within the LSRC's network and access, transmit or store LSRC's and/ or personal information.

Policy Statement:

IT resources of LSRC should be used to augment various objectives of teaching, learning and research. It is the responsibility of the users of LSRC network and computer resources to appropriately use and protect LSRC's IT resources and to respect the rights of others. This policy is a guideline for safer and legitimate use of such IT resources.

IT Resource usages

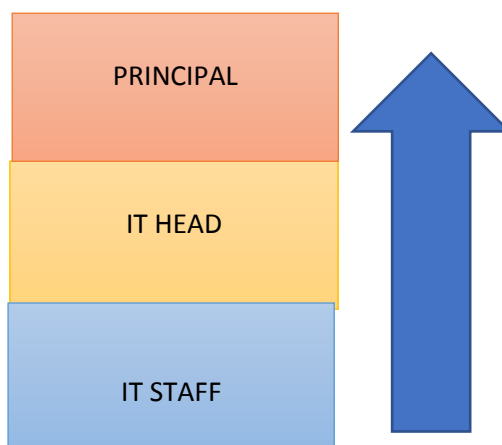
1. The LSRC's recommends its Users to safeguard the integrity of IT resources, the privacy of electronic information, and their own online identity from use by another individual.
2. User/s should not attempt to retrieve or gain unauthorized access to any other user's accounts and their IT resources. and should safeguard the rights and privileges of owners and publishers over all copyrighted materials, licenses and other resources
3. LSRC prohibits its users from gaining or enabling unauthorized access to forbidden IT resource on the LSRC's network. Such unauthorised access could be held as violation of The Information Technology Act and could result in civil or criminal proceedings.
4. LSRC prohibits its users from sending, viewing or downloading fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or LSRC policy.
5. The IT resources should not be used for the personal work by the students and staff.
6. Students and staff are expected to maintain decorum and decency while posting any post regarding the college on social media.
7. Users must respect and maintain adequate level of confidentiality, integrity and availability of information and IT resources.
8. No user should attempt to vandalize, damage or change any data inappropriately, whether by accident or deliberately.
9. No access to the IT infrastructure of the college be allowed to any outsider without the prior approval of the IT Administrator.
10. Addition to IT infrastructure should be made as per the defined Purchase policy & SOP.

11. IT Administrator to ensure smooth functioning of the IT infrastructure and minimize down time on account of breakdown or maintenance.
12. IT administrator to ensure the integrity & security of the IT infrastructure, IT data and database of the college.
13. Undertaking from user/s as per the annexure is mandatory.

DUTIES ASSIGNED TO IT STAFF

The IT staff are primarily responsible for all maintenance, upgradation, safety and security of IT Resources. They also suggest from time to time the need of IT upgradation both hardware and software.

The organogram shows the hierarchy



Responsibilities – IT Head

- ✚ To implement and follow the IT Policy of LSRC.
- ✚ Coordinate, help and advice IT Head and Staff from time to time.
- ✚ Liaison between principal and IT staff and college teaching & non-teaching staff.
- ✚ To approve any system upgradation related matters.
- ✚ To verify and scrutinise proposals of new procurement of IT resources.
- ✚ Responsible for coordinating, planning, and leading computer-related activities in the college.
- ✚ Help determine the IT needs of the college.
- ✚ Responsible for implementing computer systems to fulfil the institutional needs.
- ✚ To arrange training of ERP based applications, MS Window Products, online applications etc. for teaching, non-teaching staff and students as per requirements from time to time.
- ✚ Supervise maintenance of IT resources including LCD Projectors, sound system and CCTV System.
- ✚ Suggest change/amendment in the IT Policy from time to time.
- ✚ Ensure security of data, network access and backup systems.
- ✚ Act in alignment with user needs and system functionality to contribute to organizational policy.

- ✦ Identify problematic areas and implement strategic solutions in time.
- ✦ Conduct IT Audit systems and assess their outcomes every year.
- ✦ Preserve assets, information security and control structures.
- ✦ Handle annual budget and ensure cost effectiveness.
- ✦ Create email id for newly appointed staff and disable email id of staff who have discontinued services in LSRC.
- ✦ Maintenance of asset stock register.
- ✦ To assign work to other IT Staff from time to time.
- ✦ Coordinate with various software & hardware service providers to ensure smooth functioning of the IT infrastructure.
- ✦ Suggests modification in the ERP & other software to the Principal from time to time.
- ✦ Coordinate with the Website Committee (WC) and upload or delete content on the website as per the instructions in writing from the WC.
- ✦ Any other work given by the Principal.

Responsibilities – IT Staff

- ❖ Should coordinate, help and discharge duties as assigned by the IT Head from time to time.
- ❖ Maintenance of IT resources including cleaning/repairing etc.
- ❖ Check and verify smooth functioning of all CCTV cameras on daily basis and enter report in a log book
- ❖ Maintain smooth supply of internet facility.

The policy ends here

The competent authority may change/modify/alter the policy from time to time.



Principal



ANNEXURE - I

Computer Assets and Information Technology (usage) Policy

LSRC

Mandatory Undertaking

By signing-up this declaration (Annexure – I), the signatory user will hereby adopt and enact the LSRC’s “ Information Technology Assets Usage Policy(ITAUP)” along with the following explicit Undertaking.

- 1. [My Computer]** I understand that the term “My Computer” binds me with all the IT resource for which I am responsible. I shall be responsible for all of my usage and activities on LSRC’s IT resource. I shall bear full responsibility for all the content on my personally owned IT resource (computer(s), mobile, tabs etc.) which I operate within IT resource prerogatives of the LSRC’s. Also, I will own similar responsibility, on all the IT resources as allotted to me by the LSRC’s, including its stored and shared content (for example: file storage area, web pages, stored/ archived emails, compute and storage nodes, NAS and SAN etc.).
- 2. [My Software]** I will be responsible for all the Software as installed, copied and operated on ‘My Computer’. I will also NOT infringe with the copyright and licensing policy of each software as present in my computer. I will also NOT indulge in any unauthorized duplication, distribution or use of computer software than the license allows, or install software onto multiple computers or a server which has been licensed for one computer only. I will also NOT aid to piracy by providing unauthorized access to software by way of providing serial numbers used to register software. I also understand that the LSRC’s is committed to run legally licensed software, and that the LSRC’s does not support software copyright infringement in any form.
- 3. [My Network]** I will hold responsibility for all the network traffic generated from “my computer”. I will not attempt to physically tamper or access remotely any network connection(s)/ equipment(s), send disruptive signals, or over use of network resources. I understand that repeated abuse as indicated in this policy document could result in permanent termination of my IT resource access privileges disconnection of network **ITAUP** of that the LSRC’s is committed to run legally licensed software, and that the LSRC’s does not support software copyright infringement in any form.

4. **[My Network]** I will hold responsibility for all the network traffic generated from “my computer”. I will not attempt to physically tamper or access remotely any network connection(s)/ equipment(s), send disruptive signals, or over use of network resources. I understand that repeated abuse as indicated in this policy document could result in permanent termination of my IT resource access privileges disconnection of network services. I shall not act as a forwarder on/ masquerade any network connection for anyone else and would access the IT resources for my own individual use.
5. **[My Communication]** I shall also not use LSRC’s IT resources to threaten, intimidate, or harass others or to send wasteful broadcasts and malicious mail broadcasts. I shall also not attempt to deceive and spoof my identity while using IT resources.
6. **[Principles of Use]** I understand that the LSRC’s IT resource is for academic and research purpose only. I shall not use it for any other purpose including any commercial or data hosting services for other people or groups, both on local and global network. I shall also not host shared files or information that might be otherwise considered objectionable or illegal under prevailing IT Act and other Cyber Laws.
7. **[Privacy Rights]** I shall respect privacy rights of all users. By any means, I shall not indulge into or attempt to gain unauthorized access of any IT resource belonging to other user(s) and without their knowledge and explicit consent. This includes any attempt to hack other user’s computers, accounts, files, data, programs or any other information resource. I also understand that ‘forgery’ or other misrepresentation of one's identity via electronic or any other form of communication is a ‘Fundamental Standard violation’ and may attract severe legal actions.
7. **[IT Resource Monitoring]** I understand that the all IT resources of LSRC’s are subject to monitoring as per the LSRC’s policy. The monitoring may include aggregate bandwidth usage, monitoring of traffic content etc. in response to compliance of any national or LSRC’s policy or due to request from law enforcement agency. I understand that the LSRC’s has authority to perform network vulnerability and port scans on my systems (without any prior notice), as and when needed, to ensure integrity and optimal utilization of IT resources.
8. **[Protection from Viruses]** I understand that viruses may severely degrade the performance of IT resources and it is my responsibility to keep my computer updated, by using available virus detection software and operating system updates.

9. **[Prohibition in File Sharing]** I understand that sharing and hosting of any copyrighted or obscene material is strictly prohibited. I also understand that the electronic resources under IT resources such as e-journals, e-books, databases etc. are for personal academic use only. Bulk download or printing of complete book or downloading complete issue of any journal is strictly prohibited and may infringe with the policy of the library or terms of use of the publishers.

10. **[Security Compliance]** I understand that any attempt to endanger the security and stability of the IT resource is strictly prohibited. I undertake that by any means, deliberate or unknowingly, I shall not attempt to bypass firewalls and access rules as configured. I will not attempt to set-up any unauthorized server(s) and client(s) of any kind (e.g. vpn, proxy, mail, web or hub etc.) both on local or global network by misusing institutional IT resource. I understand that any such careless act may lead to suspension or permanent loss of IT resources access privileges along with other suitable disciplinary action(s) etc.

11. **[Consequences of Non-compliance]** I understand that any abuse to and non-compliance of Computer Assets and IT (Usage) (ITAUP) Policy and any other act that constitutes a violation of Institutional Rules & Regulations could result in administrative or disciplinary procedures.

I hereby undertake to abide by the ITAUP Policy and other rules and regulations of the LSRC's and adopt and enact this with immediate effect.

Signature of the User.....

Name & Affiliation of the User.....

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Place.....

Date.....