MES COLLEGE MARAMPALLY

IT policy

IT POLICY

In the rapidly evolving landscape of education, MES College recognizes the crucial role that technology plays in shaping the learning environment and daily operations. To ensure a secure, efficient, and ethical use of information technology (IT) resources, the institution deems it essential to establish a clear and comprehensive IT policy. This policy serves as a guiding framework, outlining the rules and principles for the responsible use of digital tools, data management, network usage, and overall technology integration within the college community. By implementing an IT policy, MES College aims to promote a harmonious and secure digital environment, aligning technological initiatives with the institution's values and objectives. This introduction underscores the necessity of such a policy in adapting to the demands of the digital age while fostering a responsible and cohesive technological culture within the college.

IT Hardware Installation Policy

An IT hardware installation policy is a set of guidelines governing the deployment of hardware components within an organization. To ensure a seamless and secure integration of new hardware, the policy typically designates authorized personnel responsible for installations, emphasizing the importance of compatibility with existing systems and adherence to procurement processes. Documentation is a key aspect, requiring comprehensive records of hardware specifications, serial numbers, and installation dates to facilitate future management and troubleshooting.

Security considerations are paramount in any hardware installation policy, encompassing both physical and data security. The policy outlines measures to protect the hardware from unauthorized access and ensures that proper network connectivity procedures are followed.

The policy also addresses operational aspects, such as testing procedures, power and environmental requirements, and backup and recovery processes. Training requirements for personnel involved in hardware installation are specified, aiming to enhance their proficiency in adhering to best practices. Finally, the policy incorporates change management principles to integrate hardware installations into the broader organizational change process, ensuring that all modifications are planned, documented, and approved to maintain system integrity. Regular reviews, audits, and updates to the policy are essential to adapt to evolving technology, industry standards, and organizational needs.

Additionally, it may include guidelines on the disposal or recycling of outdated hardware to comply with environmental regulations and safeguard sensitive data.

Software Installation and Licensing Policy

The purpose of this policy is to establish guidelines for the installation and licensing of software on college-owned devices. It aims to ensure compliance with legal requirements, safeguard intellectual property rights, and maintain a secure computing environment. Applicable to all faculty, staff, students, contractors, and users of college-owned devices, this policy seeks to create a framework that promotes responsible software usage and protects the interests of the college community. As the open-source software encourages collaboration, transparency, and community involvement, the college promotes the usage of Open Source software. The college has acquired licenses for Turnitin and firewall system.

- **Authorized Personnel and Software Licensing**

  Authorization for software installation is limited to designated IT personnel, and users must obtain explicit approval from the IT department before installing any software. A thorough review process is in place for freeware or open-source applications. The policy emphasizes the importance of aligning software installations with valid licenses and requires users to adhere to stipulated terms and conditions. The IT department diligently documents and maintains all software licenses for transparency and accountability.

- **Individual Responsibility and Risk Mitigation**

  Responsibility is clearly assigned in the event of any unauthorized or pirated software installation. The respective department or individual making the purchase is held personally responsible, fostering accountability and serving as a deterrent against the use of unlicensed software. By stating that the responsible party will bear the consequences, the policy acts as a preventive measure, mitigating the legal and financial risks associated with unauthorized software use.

- **Alignment with College IT Policy and Communication of Consequences**

  The policy aligns with the broader College IT policy, ensuring consistency in approach and standards across the institution. This promotes a unified and well-coordinated effort in maintaining software compliance and security throughout the college. Clear communication of consequences for non-compliance is vital, fostering awareness among departments and individuals. This transparency emphasizes that violations will result in personal repercussions, contributing to the development of a culture of adherence to software licensing rules.

Network Usage Policy

The Network Usage Policy establishes clear guidelines for the responsible and secure utilization of the college's network infrastructure. Aimed at ensuring the efficient operation of the network and maintaining a secure digital environment, this policy outlines acceptable use, access control measures, and security guidelines. Users, including faculty, staff, and students, are expected to adhere to these guidelines, fostering a collaborative and positive online environment aligned with the college's educational mission.

Users are reminded to exercise caution in bandwidth usage, refrain from prohibited activities such as unauthorized access or cyberbullying, and promptly report any security incidents. The college reserves the right to monitor network traffic to safeguard security and performance, and violators of the Network Usage Policy may face disciplinary actions or legal measures. Regular communication of updates and a clear reporting mechanism ensure ongoing compliance, emphasizing the collective responsibility of the college community for network security and integrity.

Institutional Email Account Usage Policy

The purpose of the MES Institutional Email Account Usage Policy is to establish explicit guidelines for the responsible and secure use of email accounts throughout the college community. Exclusively available to faculty and staff, institutional email accounts are to be used for official college-related communication.

Users are expected to maintain a professional tone, uphold data security, and refrain from engaging in prohibited activities such as spam distribution or inappropriate conduct.

To ensure the integrity of the email system, users must take measures to secure their accounts, report any misuse promptly, and adhere to data retention policies. The college emphasizes the importance of confidentiality, reminding users to handle sensitive information responsibly. Violations of this policy may result in disciplinary actions, with consequences ranging from warnings to legal measures. Regular communication of updates and changes by the IT department underscores the shared responsibility of the college community to uphold a secure and professional email environment.

Learning Management System (LMS) Usage Policy

This policy articulates the fundamental guidelines governing the use of the Learning Management System (LMS) at MES College, Marampally, with MOODLE serving as the designated official LMS. The administration of the LMS, including optimal functionality, user account management, privacy and data protection, and provision of technical support and instructional design services, falls under the purview of the IT department. Faculty and students receive training in online course development and instructional technology implementation, fostering a cohesive and effective learning environment. Applying to all members of the college community, this policy extends to faculty, staff, students, and other users of MES College's MOODLE instance. Users, by utilizing the LMS, implicitly commit to adhering to established policies, encompassing compliance with the College's Appropriate Use of Computing and Network Resources policy, securing access credentials, and maintaining the confidentiality of student information.

The policy underscores access controls, permitting LMS access exclusively to currently enrolled students and instructors of record for published term courses. Structures are in place to prevent course owners and administrators from granting access to individuals not officially listed in the course roster. Finally, faculty and staff hosting courses in

MOODLE are mandated to align with institutional rules, policies, and procedures. Any content violating college policies or contractual agreements will be expeditiously removed upon request by the instructor of record or the relevant academic administrator.

Library Management System (KOHA) Usage Guidelines

To enhance the efficiency and reduce operational costs, it is advised to leverage the services of the Library Management System (KOHA) for the complete automation of library tasks. This software handles various activities such as book purchasing, cataloguing, indexing, circulation recording, and stock checking, eliminating the need for repetitive manual work and significantly reducing the likelihood of errors. The use of KOHA empowers all stakeholders to conveniently check book availability, facilitate renewals, and share information through laptops or mobile devices.

Academic Management System (Linways)

At MES College, Marampally, the Academic Management System (AMS) powered by Linways is an integral tool facilitating streamlined academic operations. This system grants both students and faculty personalized logins, creating a centralized hub for academic information. Students benefit by accessing real-time data on attendance and marks, fostering a proactive approach to their academic progress. Importantly, parents are also afforded the capability to view these details, enhancing transparency and communication between the institution and families.

Faculty members at MES College leverage the comprehensive functionalities of the AMS to efficiently manage academic information. This encompasses the seamless entry of various details, ensuring an accurate and up-to-date repository. The system provides a user-friendly interface for faculty to input and manage diverse academic data. This centralized approach enhances coordination and data accuracy, reducing manual workload and mitigating the risk of errors. In summary, the Linways-powered Academic Management System at MES College, Marampally, plays a pivotal role in fostering academic transparency, accountability, andefficiency. The system empowers

students, engages parents, and supports faculty in their academic responsibilities, , contributing to an environment of continuous improvement and excellence in education.

Network Devices Usage guidelines

The college network usage guidelines for students encompass both wired and wireless connectivity. Students are encouraged to connect only authorized devices to the wired network, manage cables responsibly to prevent hazards, and consider the impact of bandwidth-intensive activities on overall network performance. On the wireless front, secure connections to password-protected networks are emphasized, with the use of a designated guest network for personal devices. Responsible bandwidth usage is promoted, discouraging activities like streaming and gaming during peak hours, and emphasizing the importance of updated antivirus software and strong password practices. Education initiatives include network orientation sessions, informational materials, and digital literacy programs, while monitoring tools and enforcement policies ensure adherence to guidelines, fostering a network environment that supports academicpursuits and responsible technology use.

Video Surveillance Policy

The Video Surveillance Policy is established to provide clear guidelines governing the responsible and ethical use of video surveillance within the college premises. The primary objective is to enhance the safety and security of the college community while upholding individual privacy rights. Surveillance cameras are strategically placed in public areas with transparent signage to inform individuals about their operation, emphasizing that surveillance is not intended for unauthorized purposes or to infringe upon personal privacy. In adherence to privacy considerations, the policy ensures that surveillance is limited to public spaces, avoiding areas where individuals have a reasonable expectation of privacy. Data retention practices, access controls, and stringent security

measures are implemented to safeguard the integrity of video footage, with authorized personnel receiving training on ethical usage and system security. The college community is kept informed through periodic awareness programs, and incident reporting procedures are in place to address any concerns promptly. The policy is subject to regular review to align with legal requirements and evolving security standards, with updates communicated tothe college community as necessary.

College Database Usage Policy

The Database Usage Policy is designed to establish guidelines for the responsible and secure utilization of databases within the college environment. Focused on ensuring the confidentiality, integrity, and availability of sensitive data, this policy emphasizes ethical practices and efficient use by authorized individuals. Access to college databases is strictly limited to personnel with designated roles necessitating database usage, with users expected to uphold stringent security measures, including the safeguarding of credentials and adherence to access controls.

To maintain data accuracy and completeness, users entering information into databases are required to adhere to established protocols, while routine audits help ensure the precision of stored data. The policy underscores the importance of data security through encryption, access controls, and prompt reporting of any suspected security incidents. It also addresses data sharing procedures, emphasizing compliance with relevant laws and regulations. User training initiatives, including ongoing awareness programs, contribute to informed and responsible database usage. The policy's regular reviews ensure its alignment with technological advancements, legal requirements, and the evolving needs of the college, with updates communicated by the IT department to all relevant users.

Website Hosting Policy

 The Website Hosting Policy establishes comprehensive guidelines for the secure and responsible hosting of college-affiliated websites, aiming to ensure availability, integrity,and compliance with legal and ethical standards

Only authorized hosting providers approved by the IT department are permitted, with strict prohibition of third-party hosting for enhanced security and centralized control. Websites must align with the college's mission and ethical standards, and any content violating legal regulations is strictly prohibited. Implementation of security measures, regular backups, and adherence to data privacy laws are mandatory. The IT department centrally manages college domains, overseeing requests for new domains or changes. Website administrators bear responsibility for content accuracy, undergo mandatory training, and comply with policyguidelines

Smartboard Usage Guidelines

Faculty members are equipped with training sessions to foster familiarity with the technology, emphasizing its integration into the curriculum for engaging lectures and collaborative learning experiences. A responsive technical support system is in place for prompt issue resolution, with regular calibration and maintenance to ensure optimal functionality. Faculty are encouraged to create interactive content, incorporating multimedia elements to enhance lectures. Students must obtain prior permission from faculty before using the smart board to ensure responsible and supervised usage. These combined guidelines aim to create a seamless, interactive, and inclusive learning environment, benefiting both faculty and students alike.