



**SILVER JUBILEE GOVT COLLEGE (AUTONOMOUS),
KURNOOL**

IT POLICY

Introduction

The institution encourages the use of information technology (IT) to enhance its teaching, learning process by ensuring the ethical and responsible use of IT among the staff, students and faculty.

Objective:

This policy provides a framework to its users of IT facility provided by and operated by the institution.

Terminology:

Information Technology (IT) includes the computer, Lap tops, Desktops, Tabs networks; data storage media, software and hardware that are used for the digital transmission of information through the institution.

User and User account

User refers to any person who accesses the institution's information technology such as students, faculty, staff, volunteers and guests and the User account refers to the permission granted to the user

Policy

- The IT policy of SJGC is framed for the Procurement, Installation of Hardware, Network and Software and usage of IT on the campus
- The information technology is primarily for the teaching, learning, research and administration purposes of the college.
- The users shall adhere to the requirements of all the regulations and the policies of Institution.
- The institution's G suite account given to all the departments and students are to be used for the purpose of academic transactions.
- The department domain mail IDs are to be used by only the members of the respective departments only.

- All the official communications, online meetings /classes shall be conducted using domain mail IDs
- The faculty is expected to store all the official data pertaining to the department in the drive of the domain mail ID
- The user account shall be accessed by the user to whom the account and the password to be safeguarded.
- Users need to take reasonable precautions to protect and secure college-owned IT devices such as desktop computers, laptops and tablets.

Unacceptable usage of Institution IT

- All the users are individually accountable for any authorized or unauthorized use of IT for illegal purposes and to disrupt the network, services, equipment of the college
- Storing of domain e-mail(s) on personal computers or phones for business or political reasons, which are not directly in support of learning or the administration of the college;
- To post or transmit spam messages and inappropriate postings to newsgroups or social media;
- Unauthorized copying, removing or distributing software and modifying/ translating of any data
- Intentionally transmitting threatening, obscene, hate or harassing messages
- The entire faculty, students, staff, departments, authorized visitors and who may be granted permission to use the IT Infrastructure, must comply with the guidelines.
- Violations of IT policy by any institution member may even result in disciplinary action against the offender by institution authorities.
- Penalties may include warning, temporary/permanent loss of information technology privileges and restriction of access to college facilities, temporary/permanent dismissal from the college.