IT Policy

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Main Features of College IT Policy

- Need and Importance
- Stack Holders
- Resources
- IT Hardware Installation
- Software Installation and Licensing
- Network
- Web-site Hosting
- College Database
- Responsibilities of College Computer Center
- Responsibilities of the Administrative Units

Need for IT Policy

- Basically the College IT Policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus.
- This Policy establishes College wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the college.
- Information assets addresses by the policy include data, Information system, computers, network devices, intellectual property, as well as documents and verbally communicated information.

Over the last ten years, not only active users of the network facilities have increased many but also the web-based applications have increased. This is a welcome change in the college academic environment.

While educational institutions are providing access to internet to their faculty, students and staff, they face certain constraints:

- Limited Internet bandwidth.
- Limited infrastructure like computers, computer laboratories,
- Limited financial resources in which faculty, students and staff should be provided with the network facilities and
- Limited technical manpower needed for network management.

On one hand, resources are not easily available for accommodate the continuous rise in Internet needs, on the order hand uncontrolled, uninterrupted and free web access can give rise to activities that are neither related to teaching/learning processes nor governance of the college.

Too many concurrent users who are on the high speed LANs trying to access Internet resources through a limited bandwidth, definitely create stress on the Internet bandwidth available.

Every download adds to the traffic on the Internet. This adds to costs and after a point, brings down the Quality of service. Reducing Internet traffic is the answer.

Computer viruses attach themselves to files, spread quickly when files are sent to others and are difficult to eradicate. Some can damage the files as well as reformat the hard drive.

Causing extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network.

Apart from this, plenty of employee time is lost with a workstation being scanned and cleaned of the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on network. Once they gain entry into the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network.

They can slow down or even bring the network to a halt.

Containing a virus once it spreads through the network is not an easy job. Plenty of man-hours and possibly data are lost in making the network safe once more. So preventing it at the earliest is crucial.

Hence, in order to securing the network, Internet Unit has been tacking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway.

However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified and infringing the freedom of users.

As IT users are aware, all the educational institutions worldwide have IT policies implemented in their respective institutions.

Without strong management policies, IT security measures will not be effective and not necessarily align with management objectives and desires. Hence, policies and guidelines from the foundation of the Institution's security program. Effective policies are a sign of due diligence; often necessary in the event of an IT audit or litigation.

Policies also serve as blueprints that help the institution implement security measures.

An effective security policy is as necessary to a good information security program as a solid foundation to the building.

Hence, Sarojini Naidu Govt. Girls. PG. college, Shivaji Nagar Bhopal also is proposing to have its own IT policy that works as guidelines for using the college computing facilities including computer hardware, software, email, information resources, intranet and internet access facilities, collectively called "Information Technology(IT)". Hence, this documents makes an

attempt to propose some IT policies and guidelines that would be relevant in the context of this college.

While creating these policies, every effort has been made to have a careful balance between security and the ability to conduct the rightful functions by the users. Further, due to the dynamic nature of the Information Technology, Information security in general and therefore 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 users community, and operating procedures.

Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations.

Guidelines are created and provided to help organization, departments and individuals who are part of college community to understand how college policy applies to some of the significant areas and to bring conformance with stated policies.

IT policies may be classified into following groups:

- IT Hardware Installation Policy
- Software Installation and Licensing Policy
- Network (Intranet & Internet) Use Policy
- E-mail Account Use policy
- Web Site Hosting Policy
- College Database Use Policy

Further, the policies will be applicable at two levels:

- End Users Groups (Faculty, students, Senior administrator, Officers and other staff)
- Network Administrators

It may be noted the college It policy applies to technology administered by the college centrally or by the individual departments, to information services provided by the college administration, or by the individual departments, or by individuals of the college community, or by authorised resident or non-resident visitors on their own hardware connected to the college network. This IT policy also applies to the resources administered by the central administrative departments such as Library, computer centers, Laboratories, Officers of the college recognized Associations/Unions.

Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the college IT policy.

Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the college information technology infrastructure must comply with the guidelines. Certain violations of IT policy laid down by the college by any college member 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.

Applies to

Stake holders on campus or off campus

- Students; UG, PG, Research
- Employees
- Faculty
- Administrative Staff (Non-Technical/Technical)
- Higher Authorities and Officers
- Guests

Resources

- Network Devices wired/wireless
- Internet Access
- Official Websites, web applications
- Official Email services
- Data Storage
- Mobile/Desktop/server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents

IT Hardware Installation

- Warranty & Annual Maintenance Contract
- Power Connection to Computers and Peripherals
- Network Cable Connection

- File and Print Sharing Facilities
- Shifting Computer from One Location to another
- Maintenance of Computer System provided by the College

Software Installation and Licensing

- Operating System and its Updating
- Antivirus Software and its updating
- Internet Unit/Computer Center Interface

Network (Intranet & Internet)

- Running Network Services on the Servers
- Dial-up/Broadband Connections
- Wireless Local Area Networks
- Internet Bandwidth obtained by Other Department
- E-mail Account Use Policy

Web Site Hosting

1. Official Pages
   - Personal Pages
   - Affiliated Pages
2. Web pages for eLearning
   - Servers
   - Maintenance
   - Official Page
3. Student Web Pages
   - Maintenance

State Wide Area Network (SWAN)

- College having/stablished the State Wide Area Network (SWAN) connectivity to facilitate the system within the college

College Database (of E-Governance)

- MIS Components

Responsibilities of College Computer Center

- Receiving Complaints
- Scope Of Service
- Installation of Un-authorised Software
- Reporting IT Policy Violation Incidents
- Reporting incidents related to Network Operations
- Rebuilding the Computer System
- Coordination with INTERNET UNIT

Cyber Security

Cyber Security refers to the body of technologies, processes, and practices designed to protect networks, devices, programs, and data from attack, damage, or unauthorized access.

Cyber Security functioning within the college in following manner

Confidentiality – Restrict access to authorized individuals

Integrity – Data has not been altered in an unauthorized manner

Availability – Information can be accessed and modified by authorized individuals in an appropriate timeframe

Responsibilities of the Administrative Units

INTERNET UNIT needs latest information from the different Administrative Units of the College for Providing network and other IT facilities to the new members of the College and for withdrawal of these facilities from those who are leaving the college, and also for keeping the SUK web site up-to-date in respect of its contents.

The information that is required could be broadly of the following nature:

- Information about New Appointments/Promotions.
- Information About Super annuations/Termination of Services
- Information of New Enrolments.
- Information on Expiry of Studentship/Removal of Names from the Rolls.
- Any action by the college authorities that makes n individual ineligible for using the college network facilities.

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