St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)
(Affiliated to Andhra University)
Reaccredited by NAAC - ISO 9001:2015 Certified

Phone Nos: 0891-2558346, 7075856500, E.mail: info@stjosephsvizag.com, Web: www.stjosephscollegevisakhapatnam.ac.in

IT Policy

Policy Number: SJCW004   **GBM: 01-08-2022**

Introduction

St. Joseph's College for Women(A) is committed to providing an environment that supports the effective use of technology for academic, administrative, and research purposes.

This IT policy outlines the guidelines for the proper usage and maintenance of technological assets and the use of Wi-Fi facilities to ensure fair and adequate access, as well as to implement necessary cybersecurity measures with their ethical and acceptable use to assure the safety and security of data, facilities, and individuals using them.
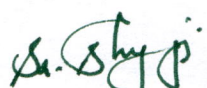
Scope

This policy applies to all students, faculty, staff, and other authorized users of St. Joseph's College's technological resources, including but not limited to computers, networks, software, and data.

Objectives of the College IT Policy

- Confidentiality: To ensure that sensitive information is accessible only to authorized users and protected from unauthorized access or disclosure.
- Integrity: To maintain the accuracy, consistency, and reliability of data throughout its lifecycle, preventing unauthorized alteration or tampering.
- Availability: To guarantee that technological resources, including network devices, internet access, computing facilities, data storage, printers/scanners, and multimedia content, are consistently accessible and operational for all authorized users.
- To ensure fair and adequate usage of Wi-Fi.
- To implement firewall and cybersecurity measures to protect users and data.

Wi-Fi, Cybersecurity and IT Practices

- Authorized Access: Only authorized users can access the Wi-Fi facility on the college campus.
- Cybersecurity: Purchase and install firewall software Seqrite Terminator to enhance cybersecurity
- Official Email Use: Both staff and students should access only their official domain email IDs for communication.

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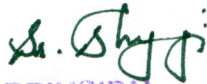(Autonomous)
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- Academic Use Only: Wi-Fi usage is permitted in classrooms, laboratories, hostels, and common areas solely for academic purposes.
- Wi-Fi Availability 24/7
- Mobile Device Restriction: Wi-Fi access for mobile/smartphone use by students is restricted during college working hours.
- Laptop Access for Academic Activities: Wi-Fi access is permitted on laptops for conducting online quizzes, webinars, submission of assignments, case studies, e-content reference, and placement activities.
- Social Media Prohibition: Accessing social media networks such as WhatsApp, Facebook, Twitter, and Instagram are strictly prohibited, during college hours.
- Content Control: The College reserves the right to monitor and censor the content accessed via its network.
- Prohibition of Routers and Hotspots: Personal Wi-Fi routers and hotspots are not allowed on campus.
- Management Discretion: Wi-Fi services are subject to the management's discretion and can be interrupted or stopped at any time.
- Annual IT Budget: The management allocates an annual budget for IT updates as needed and required.
- Review and Updates: This policy will be reviewed annually and updated as necessary to reflect technological advancements, cybersecurity threats, and institutional needs.

Maintenance and Support

- Regular Maintenance: Technological assets must be maintained regularly to ensure their proper functioning. This includes hardware repairs, software updates, and virus scans.
- Support Requests: Users must report any issues or malfunctions to the IT support team promptly. Unauthorized attempts to repair or alter technological assets are prohibited.
- End-of-Life Disposal: Obsolete or damaged technological assets must be disposed of by college guidelines to ensure data security and environmental compliance.
- Incident Reporting: Any security incidents, breaches, or suspicious activities must be reported immediately to the IT department.

Enforcement

- Monitoring: The college reserves the right to monitor the use of technological resources to ensure compliance with this policy.
- Violations: Violations of this policy may result in disciplinary action, including but not limited to suspension of access, disciplinary review, or legal action.
- Appeals: Users who believe they have been unfairly disciplined may appeal by college procedures.

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Outcomes

- Enhances learning methodology by enabling access to various search engines.
- Provides in-depth, contemporary, and updated learning for students and faculty.
- Ensures comprehensive cyber security for students.

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