



INFORMATION BASED IT POLICY

St Gonsalo Garcia College, Vasai (W)

Information Technology (IT) Policy

1.0 Preamble:

Information technology is a major force behind the world's evolution into a knowledge-based one and is now essential to leadership. Information and communication technology (ICT) is also recognised to have changed industries, developed new goods and markets, and increased productivity and efficiency across many industries, including education. In order to significantly increase efficiency across the board in the economy, the National Policy on IT focuses on applying technology-enabled techniques to tackle significant developmental issues in governance, skill development, financial inclusion, education, and health.

Since 1992, ST Gonsalo Garcia College has been utilizing computers and numerous network applications in its administration, and today practically all academic and administrative procedures are managed by IT.

2.0 Internet usage policy:

All University workers and students who have access to computers and the Internet for use in carrying out their jobs are subject to the Internet Usage Policy. Employee and student use of the Internet is permitted and encouraged when it advances the goals and objectives of the company. However, using the Internet through St. Gonsalo Garcia College is a privilege, and all staff members and students are required to abide by the rules for using computers, email, the intranet, and the Internet. If these rules are broken, the defaulters may face legal and/or disciplinary action. Any infractions of this policy may result in personal liability for employees, students, and all other parties involved. All staff, students, and participants are expected to confirm. All employees, students, and other parties involved must affirm that they have read, understand, and agree to adhere by the following policies.

3.0 Computer, email and internet usage:

- St. Gonsalo Garcia College employees, students and management are expected to use the Internet responsibly and productively. Internet access is limited to job/work related activities only and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employees/students/other stakeholders.
- Users shall be responsible for all activity performed with their personal user IDs. Users shall not permit others to perform any activity with their user IDs or perform any activity with IDs belonging to other users



- Passwords of personal accounts should not be revealed to the controlling officer or any co-worker even while on vacation unless permitted to do so by designated authority.
- All Intranet/Internet data that is composed, transmitted and/or received by St. Gonsalo Garcia College computer systems is considered to belong to St. Gonsalo Garcia College and is recognized as part of its official data. It is, therefore, subject to disclosure for legal reasons or to other appropriate third parties.
- The Internet bandwidth provided by university through its UGC Computer Centre, any external ISPs bandwidth except this shall not be permitted unless prior permission of the designated authority.
- The equipment, services and technology used to access the Intranet/Internet are the property of St. Gonsalo Garcia College and the University reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via St. Gonsalo Garcia College email system should not have content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by St. Gonsalo Garcia College, if they are deemed to be harmful and/or not productive.
- For direct broadband internet user schools/sections on campus, the above-mentioned responsibilities rests with Director/Controlling Officers of the respective school/office.
- The installation of software such as instant messaging technology is strictly prohibited.

4.0 Unacceptable use of the Internet by employees, students and all stakeholders include, but is not limited to

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via St. Gonsalo Garcia College email service.
- Using computers to commit any form of fraud and/or software, video, film or music piracy.
- Stealing, using or disclosing someone else's, password without authorisation.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization.



- Hacking into unauthorized websites.
- Introducing malicious software onto the network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to academic purposes or activities.
- Passing off personal views as representing those of the organization.

If an employee/student/stakeholders is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of St. Gonsalo Garcia College network and Internet connection, all terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by St. Gonsalo Garcia College.



Principal

Dr. Somnath Vibhute

PRINCIPAL

For approval purpose **ST. GONSALO GARCIA COLLEGE**

OF ARTS AND COMMERCE,

Vasai, Dist. Palghar -401 201

Website address of this Policy : www.egcollege.ac.in

