ASAN POLICY DOCUMENT

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TABLE OF CONTENTS

INFORMATION TECHNOLOGY POLICY

1. INTRODUCTION

Asan Memorial College of Arts and Science has been dedicated to its mission to foster students by providing quality education across various disciplines since its inception. The vision of the institution is to empower students through education and to create a centre of excellence on par with global standards. The objective of the institution is to impart values based on holistic education along with co-curricular, extra-curricular activities with an aim to mould socially-conscious citizens.

1.1 The College offers a magnificent infrastructure of research laboratories and academic facilities. The institution acquires, expands and maintain computer labs, web applications, web based platforms/portals and networks. The IT Infrastructure is proposed for academic interconnected functions, including research and service missions and for student activities. As in the case of any other institution, the use of IT Infrastructure is an area under discussion to accord with legal and ethical manners.

1.2 This information technology policy (IT Policy) proposes the terms and conditions which manage the use of the IT Infrastructure, which each and every student of the institution is required to have carefully read and understood absolutely.

1.3 The College reserves the right to modify/update the entire or any component of the IT Policy at any time without providing advance notice to students. It is the responsibility of the students to read the IT Policy periodically for modifications/updates.

2. APPLICABILITY

2.1 This IT Policy formulates guidelines for use of the IT Infrastructure by the students of the College and the IT Policy shall become applicable on each student those who have got admission in the College.

2.2 This IT Policy applies to every student of the College and for all usages of the IT Infrastructure, whether in campus or from remote locations. The provisions of this IT Policy will also be applicable to students who use their personal computers, computer networks, and internet within the College Campus. In addition the policies may be relevant to particular processors, computer systems or network systems provided or operated by all departments of the College.

3. USE OF THE IT INFRASTRUCTURE

3.1. Every student of the college herewith agrees, acknowledges and accepts that:

(i) Students are permitted to use each and every IT Infrastructure facility offered by the College only for the purposes that are allowed by and are in accordance with (a) the IT Policy, (b) applicable laws of India, and (c) internal policies of the College, and not for any fraudulent purposes or with a view to cause nuisance, annoyance, inconvenience or committing any unlawful act or crime.

(ii) The IT Infrastructure provided by the College is intended for academic use only and any personal or marketable use of the IT Infrastructure is strictly prohibited by the authority.

(iii) Students will be solely responsible for any violation of the IT Policy and for the consequences resulting from such breach including any loss, damage or expense incurred by the College.

3.2. Students of the institution are not allowed to use (a) the IT Infrastructure; or (b) their personal computers or any private internet connections, within the campus and to host, browse, download, display, upload, modify, publish, transmit, update or share any information or media that:

(i) belongs to another person and to which students do not have any right;

(ii) is hurtful, harassing, abusive, derogatory, blasphemous, obscene, pornographic, pedophilic, violent, defamatory, libelous, invasive of another's privacy, hateful, racial, ethnically objectionable, disparaging, relating to or encouraging money laundering or gambling, or otherwise unlawful or illegal in any manner whatsoever;

(iii) harms persons of younger age in any way;

(iv) infringes any copyright, trademark, official document or other proprietary rights;

(v) violates any law for the time being in force;

(vi) deceives or misleads the beneficiary about the origin of such messages or communicates any information which is disgustingly offensive or menacing in nature;

(vii) impersonates or defames another person;

(viii) constitutes harassment or cyber-bullying;

(ix) threatens the unity, integrity, defense, security of India, friendly relations with foreign states, or public order or causes provocation to the commission of any cognizable offence or prevents investigation of any offence or is insulting to any other nation; and

(x) is in violation of any of the internal policies of the College.

3.3. Students are also prohibited from:

(i) disobeying or attempting to violate the integrity or security of the IT Infrastructure;

(ii) spreading of any information using the IT Infrastructure that can cause any kind of distraction in the IT Infrastructure;

(iii) making any unwanted communications by means of the IT Infrastructure or by using personal computers and internet network in the College campus (operated and maintained by the College);

(iv) copying or duplicating in any manner any of the information available on IT

Infrastructure; and

(v) enclosing or hot linking or deep linking any stuffing from the IT Infrastructure.

3.4. If the college receives any notice by an affected person in writing or through email about any such information as mentioned in paragraph 3.2 and/or paragraph 3.3 above, shall be entitled to disable such information that is in breaking of paragraph 3.2 or paragraph 3.3 and the College shall be entitled to protect such information and associated records for production to governmental authorities for investigation purposes. If any information, manuscript or content posted by any student is in violation of this IT Policy or any other policies of the College, such information, document or content shall be removed by the College.

3.5. Without any prejudice to paragraph 3.4 over, any violation of the IT Policy by any of the student can lead to initiation of disciplinary actions against such student. Additionally, in the event of any violation of paragraph 3.2 and/or paragraph 3.3, the institution shall be permitted to temporarily stop the computing device or network facilities, if the information technology services team is of the view that immediate action is necessary to safeguard the reliability of the IT Infrastructure.

4. USE OF MOBILE PHONES

Use of Mobile phones, except for the purpose of accessing ERP or any college related work, or else the use of mobiles by the students inside the College campus is banned. Any violation of the same shall lead to confiscation of such mobile phones and will not be returned until the student has completed the degree and receives the transfer certificate. Further, strict discipline is to be maintained in the campus.

5. USE OF PRIVATE ONLINE MESSAGING AND GOOGLE WORKSPACE

Teaching staff may exchange a few words outside the campus with their respective students by creating a Whatsapp group for sharing message to the students. Besides students forming a part of such Whatsapp group are required to abide by the terms of this IT Policy and shall not post any content that may be in violation of paragraph 3.2.

Any violation of the same can lead to initiation of disciplinary actions taken against such students. At the same time, the College does not hold any accountability for content posted by students on other Whatsapp groups that are created on their own.

6. WEBSITE

All relevant information in relation to the college and new events will be posted in the website: www.amcas.in. The website will be updated at a stipulated time by the management.

7. SECURITY AND PRIVACY

7.1. To make possible use of the IT Infrastructure, the institution has created a unique user Id and password for every students to access the Google Classrooms, networks, net based platform, in-mail facility and/or computer systems provided/to be provided by the College. Students are allowed to access the web based platforms/portals and in-mail facility provided by the College solely for academic purposes only (including checking attendance, submission of assignments, etc.) by using the user identity and password provided by the College. It should be noted that access to such platforms/portals and in-mail facility shall be governed by this IT Policy and the respective terms of use of such platforms/portals.

7.2. Further, the College takes periodical survey of students' satisfaction. The use of which shall be governed by this IT Policy and the terms of use of the relevant platforms/portals.

7.3. Students are informed to keep in mind the safe computing practices by creating appropriate access limitations for their online accounts and data, safeguarding their passwords, and changing them at regular intervals of time. They should also be aware that their use of the IT Infrastructure is not guaranteed to be personal. However, the College does not regularly monitor each student's usage of the IT Infrastructure, the normal operation and maintenance of the IT Infrastructure require the backing up of data and communications, logging of activity, monitoring of general usage patterns, and other such activities that are necessary for upkeep of the IT Infrastructure.

7.4. The College reserves the right to specifically monitor the activity and accounts (linked to the College) of any student from time to time, including individual login sessions and communications, without notice, when:

> **(i) it reasonably appears necessary to do so to protect the integrity, security of the College;**
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> **(ii) there is a practical cause to believe that the user has violated, or is violating the IT Policy or any other policies of the College;**
>
> **(iii) it is otherwise required or permitted by applicable laws.**

7.5. The College, by its discretion, may reveal the results of any such general or individual monitoring, including the contents and records of individual communications to appropriate College personnel, governmental agencies and/or judicial and quasi-judicial authorities.

8. LIMITATION OF LIABILITY OF THE COLLEGE

8.1. The students and their parents/guardians agree and acknowledge that the College shall not be liable for any direct or indirect, incidental, special, exemplary, punitive or consequential damages related to, in connection with, or otherwise resulting from any

(i) misuse of the provided IT Infrastructure by the students,

(ii) personal injury or property damage, of any nature whatsoever, resulting from access to and use of the IT Infrastructure,

(iii) any unauthorized access to or use of the IT Infrastructure and/or any and all personal information and/or financial information stored therein,

(iv) any unavailability, malfunction, interruption or cessation of the IT Infrastructure,

(iv) any bugs, viruses, Trojan horses, or the like, which may be transmitted to or through the IT Infrastructure, and/or

(v) any errors or omissions in any content or for any loss or damage of any kind incurred as a result of use of the IT Infrastructure, whether based on warranty, contract, tort, or any other legal theory, and whether or not the College is advised of the possibility of such damages.

Further, the College shall also not be responsible and liable for any actions undertaken by any of the students, by using their personal computers and internet networks, which are in violation of this IT Policy or other policies of the College.

9. INDEMNITY

Each student and their respective lawful guardians shall defend, indemnify and hold harmless the College, its employees, consultants, agents and representatives, from and against any and all claims, losses, liability, damages, and/or costs (including, but not limited to, reasonable attorney fees and costs) arising directly or indirectly from any action or inaction of a concerned student, which is in violation of the IT Policy and other policies of the College.

10. DAMAGE OF IT RESOURCES

All employees must maintain his or her IT resources in an orderly fashion and follow all rules to ensure its proper use and maintenance. Any employee who is found to have neglected or misused IT resource, the College reserves the right to require the employee to pay all or part of the cost to repair or replace the property. The College reserves the right to take action against employees for excessive personal use of the resource.

11. COMPLAINTS AND FURTHER INFORMATION

11.1. The College is committed to provide great IT Infrastructure for academic growth of its students. If any student has any complaints in relation to the IT Infrastructure, such complaints can be addressed to the following email ID: info.amcas@asaneducation.com

11.2. If any student has any questions about the legality of use of the IT Infrastructure, its best to ask before proceeding. Such queries can be address to the following email ID: info.amcas@asaneducation.com