



Information Technology (IT) Policy

Objective:

In today's digital era, IT services are among the most critical functions in any educational institution. IT has the responsibility to avoid inappropriate or illegal internet or software use that creates risks for our organization's legality and reputation.

This policy establishes strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the FCRIMS

Preventing Virus, Malwares, etc. from attacking the campus IT network is crucial and IT has to take necessary steps in order to secure the network by installing firewalls and monitoring logs through automated tools.

Scope:

IT Policy will be applicable to below identified groups accessing IT network services and all the Electronic IT equipment's like Desktops, Laptops, Mobile, Printers, Scanners etc.:

1. End Users Groups (Admin Staff, Faculty, Students).
2. IT System
3. External visiting, Adjournal Guests, Alumni etc.

IT policy is classified into following groups:

1. General Computer Facilities usage policy.
2. Software Installation and Licensing Policy.
3. Network Use Policy.



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Computers owned by the individuals, when connected to campus network are subjected to the Do's and Don'ts detailed in the FCRIMS - IT policy.

Further, all the students, staff, authorized visitors/visiting faculty and others who may be granted permission to use the FCRIMS Information Technology Infrastructure, must comply with the Guidelines. Certain violations of IT policy laid down by the FCRIMS by any FCRIMS member may even result in disciplinary action against the offender by the FCRIMS authorities. If the matter involves illegal action, law enforcement agencies may become involved for appropriate action and FCRIMS will not be responsible for individual's actions.

Policy:

1 General Computer Facilities Usage Police :

While using computing facilities Students should be careful not to misuse these facilities, for instance by:

- Causing wilful damage
- Removing equipment - Removing equipment means others cannot use it for work or study
- Hacking – attempting to access systems or information within or outside the Organization without authority, or encouraging others to do so
- Using the Internet in a way which is contrary to the various statements listed in this document. Rules laid down by the Organization.
- Strictly Prohibited for -
 - surfing pornography
 - misuse of Dark web site
 - images of violence and other types of abuse.
- You are obliged to follow all the laws of the land pertaining to usage of IT.



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- Use of the Organization IT Resources including the IT Network for any illegal, defamatory, indecent purpose is prohibited and punishable as per applicable Indian IT act/law.

2. Software Installation and Licensing Policy :

User should not install/ uninstall software on any computer owned by the Organization or reconfigure one without the approval of the IT Department concerned authorities. Any additional software if required, you will raise a request to IT In-charge.

All installed software must be correctly licensed for use. The use of counterfeit software as well as illegal software's will put your personal/ official data at risk as many products will have been pre-seeded with Malware.

Users may not make use of the Organization's IT facilities for private financial gain or for commercial purposes outside the scope of official duties or functions, without specific authorization to do so.

3. Network use policy

It is illegal to download, use or re-distribute unlicensed copies of copyright material, such as music, films, or computer software codes/programs. If you do this, you will be personally liable for prosecution. The Organization is also liable for prosecution if they allow their networks or computers to be used in this way. For that reason, such activities are strictly prohibited.

Penalties

The penalties for breaking these rules include fines and/or permanent disconnection of facility for the individual without any refund and further will depend on the severity of the breach, the legal actions will be taken by management.

Dr. Sujata Chincholkar
Director