

# INFORMATION TECHNOLOGY USAGE POLICY

## **Authority:**

University Administration

## **Policy Statement:**

Users of St Aloysius (Deemed to be University) Mangalore's computer and network resources are expected to use these resources responsibly, safeguarding the information and respecting the rights of others. This policy outlines the appropriate usage of IT resources to support the academic and administrative functions of the university.

## **Policy Purpose:**

The Information Technology Usage Policy is intended to ensure an IT infrastructure that supports the mission of St Aloysius University in teaching, learning, and research. As technology is a crucial enabler for information access and distribution, users must be aware of the responsibilities that come with these privileges, including respecting the privacy and intellectual property rights of others.

## **Summary:**

All users must respect copyrights and licenses, maintain the integrity of IT resources, avoid unauthorized access, and respect the rights of others. This policy applies to all IT resources, including computers, networks, and the data contained within.

## **POLICY SCOPE AND APPLICABILITY**

### **Applicability:**

This policy applies to all faculty, staff, students, contractors, vendors, and temporary workers at St Aloysius (Deemed to be University) Mangalore. It covers all IT resources, whether individually controlled or shared, and includes all computer and communication facilities owned, leased, or operated by the university.

### **Legal Process:**

The university may be required by law to provide electronic records or information during investigations, subpoenas, or lawsuits. The university reserves the right to review information records as necessary for the proper functioning of the institution or internal investigations.

## **POLICIES**

### **1. Copyrights and Licenses:**

- Respect copyrights and licenses for all software, documents, and digital content.
- Do not copy or distribute copyrighted materials without proper authorization.

### **2. Integrity of IT Resources:**

- Do not modify or remove university-owned IT equipment or software without proper authorization.

- Avoid actions that encroach on others' access to IT resources, such as unauthorized access or modification of data and systems.

### **3. Usage:**

- Respect the rights of others by not engaging in activities that would violate their privacy or rights.
- Prohibited activities include sending or viewing fraudulent, harassing, obscene, or threatening messages or material.

### **4. Political, Personal, and Commercial Use:**

- University IT resources must not be used for partisan political activities unless permitted by law and university policies.
- Limited personal use is allowed as long as it does not interfere with the university's operations.
- Commercial use of IT resources is generally prohibited unless it relates to university activities and is approved by the administration.

### **5. IT Resource Provision and Maintenance:**

- The university provides broadband Wi-Fi across all blocks and internet-connected computers at the faculty level for UG courses and department level for PG courses.
- Classrooms and seminar halls are equipped with ceiling-mounted LCD projectors and computers.
- Critical offices and research labs have dedicated internet lines, and top-rated departments receive laptops.
- The university maintains LAN networking in offices and computer labs, and regular upgrades and maintenance of server machines are conducted.
- Antivirus software is renewed annually, and computer labs and offices are equipped with UPS systems.

### **6. Training and Software:**

- Staff and students receive training on various application software.
- The university procures and renews licensed software annually.

### **7. IT Waste Management:**

- IT waste is properly segregated and sent for recycling or disposal.
- Old systems may be discarded or donated to other institutions or departments.

### **8. Smart Technologies:**

- The university has installed interactive smart boards and video conferencing facilities.

### **9. Maintenance and Support:**

- Five system administrators are employed for maintenance, upgrading, and servicing IT resources.

- Common spare parts and accessories are kept for ready replacement.
- The university has an Annual Maintenance Contract (AMC) for computer systems and LCD projectors.

#### **10. Data Management:**

- Attendance, results, and student profiles are recorded using software developed by ATC Online, Mangalore and In house Software Development team headed by Chair of AI and Management Information Systems.

#### **11. Social Media Usage and Content Publishing:**

- Users are expected to use social media responsibly when representing or discussing St Aloysius (Deemed to be University) Mangalore.
- Publishing content that pertains to the institution, its staff, or its activities must reflect positively and accurately on the university.
- Misusing the university's name or logo, spreading misinformation, or sharing defamatory content about the institution, its staff, or students is strictly prohibited and may result in disciplinary action.
- All official communications and content representing the university on social media platforms must be approved by the designated university authority.

#### **12. WhatsApp Groups and Misleading Communications:**

- The creation of unauthorized WhatsApp groups using the university's name or for purposes that mislead students and staff is strictly prohibited.
- Any attempt to create or manage such groups that disseminate false information, promote unauthorized activities, or mislead the university community will result in strict disciplinary action.
- Official communication through WhatsApp or any other messaging platform must be conducted through channels approved by the university administration.

#### **13. Institutional Email IDs and Security:**

- All staff members are provided with institutional email IDs for official academic and administrative communications. It is mandatory to use these email accounts for all university-related correspondence.
- Strong passwords must be created and regularly updated to protect institutional email accounts. Passwords should contain a combination of upper and lower case letters, numbers, and special characters.
- Staff members must avoid sharing their email credentials with anyone, including colleagues or IT staff, to prevent unauthorized access to sensitive information.
- Any suspicious activity or security concerns related to institutional email accounts should be reported immediately to the IT department.

**14. Prohibition of Pirated Software:**

- The use of pirated or unlicensed software on the university network is strictly prohibited for all staff and students.
- Individuals found using pirated software will be held solely responsible for their actions, including any legal or disciplinary consequences that may arise.
- The university disclaims any responsibility for issues or liabilities resulting from the use of unauthorized software within its network. Users are expected to comply with all software licensing agreements and regulations.

**Conclusion:**

This Information Technology Usage Policy is designed to ensure a secure, productive, and legally compliant IT environment at St Aloysius (Deemed to be University) Mangalore. All staff, students, and other users are expected to adhere to the guidelines and principles outlined in this policy to maintain the integrity of the university's IT resources.

The university authorities reserve the right to modify, update, or add new conditions to this policy as needed, in response to evolving technological, legal, or institutional requirements.

**Rev Dr Praveen Martis, SJ**

**Vice Chancellor**