

# INFORMATION TECHNOLOGY / CYBER SECURITY POLICY

The Information Technology Policy of Carmel College of Arts, Science & Commerce for Women, Nuvem Goa outlines the user privilege of reasonable access and protection of users' rights together with the guidelines and procedures for accountability, responsible use and management of the Information Technology Resources (ITR) of the College. The ITRs are intended to support academic activities of students and faculty and all administrative activities necessary for the functioning of the College. The College focuses on the mission of teaching and provides ITR facilities to the predominantly rural, first generation student learners who do not have the infrastructure or support at home.

The College Management desires that its ITR be used in accordance with the College Code of Conduct and Policies and other regulations applicable from time to time by authorized users (AU). The College Management owns all the Technology Resources (TR) in the campus and holds absolute right over them.

- **Technology Resources** (TR) for the purpose of this policy include computer hardware, software and all allied services owned, operated or contracted by the college. These include all computer systems/devices such as desktop computers or multi-user systems whether free standing or connected to networks, laptops, tablets, printers, fax machines, cyclostyling machines, photocopiers, phones and other electronic devices; software, data, college email accounts, Wi-Fi and communication networks etc. associated with these systems.
  - **Authorized Users** (AU) for the purpose of this policy include systems administrator, hardware / technical support team, students on the College attendance roll, faculty, administrative staff, multi-tasking staff and contractual staff.
- The Right to Information Technology Resources provides reasonable access to TR. This privilege of access requires AU to act in an ethical manner and as a result imposes certain responsibilities and obligations. It is the responsibility of AU to respect the rights, privacy and intellectual property of others; respect the integrity of the resources; and abide by all local, state and national laws and regulations. Appropriate use of ITR by AU

should always reflect academic honesty and good judgment in utilization of the shared resources and observe ethical, moral, and legal guidelines of the Management.

- All ITR are the property of the College Management. The College's ownership of a file, record, data, or a message does not transfer ownership of any intellectual property therein. Incidental personal use is permitted as provided in this policy and is included in the definition of TR for the purposes of access and use. Records of electronic communications pertaining to the business of the teaching, learning, research, and administrative activities of the college are owned by the college.
- The College Management holds the right to monitor, obtain access and ensure proper usage of ITR. Violation of this policy may result in disciplinary action up to and including rustication / suspension and cancellation of admission / contract and / or appointment in the College and in case of serious offences legal action.
- The College may monitor the activity and accounts of users of ITR, with or without notice, when:
  - The user has voluntarily made them accessible to the public, as by posting to a blog or a web page.
  - It is necessary to protect the integrity, security, or smooth functioning of the college or other computing resources; or to protect the college from liability.
  - There is reasonable cause to believe that the user has violated, or is violating this Information Technology Use Policy, other applicable college guidelines or policies or applicable laws or regulations.
  - An account appears to be engaged in unusual or excessive activity, as indicated by the monitoring of general activity and usage patterns.
  - It is otherwise required or permitted by law.
- The College, at its discretion, may also disclose the results of such monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies, and may use those results in appropriate disciplinary proceedings.
- The college management is sole owner of all the workplace accounts of all its employees and reserves complete and non-negotiable right of access to all of them.

- Only AU may use College Technology Resource (CTR). AU of TR may be assigned one or more accounts with appropriate access restrictions. Individuals may only use TR to which they have been given access through an established college process.
- Individuals User (IU) may not seek to change the permission associated with otherwise authorized accounts other than through approved processes by Technology Services (TS).
- AU should use only those TR that they have been authorized to use, and only in the manner and to the extent so authorized. Users are responsible for any and all activity conducted with their login credentials.
- Users of College Technology Resources (UCTR) shall not cause or attempt to cause, either directly or indirectly, excessive strain on any computing component or significant degradation of other users' ability on any college system, service or network resource.
- UCTR shall not post unsolicited electronic mail to lists of individuals who have not requested membership in such list outside of a legitimate business purpose of the College. Nor shall users post obscene, harassing or otherwise inappropriate messages.
- The college may take action to protect users from sending and / or receiving certain or all messages if they have a reasonable belief that such messages are the result of, or are causing, unauthorized interference with CTR or college operations.
- UCTR must respect the privacy of others, and must protect the security, confidentiality, integrity and availability of information entrusted to them by the college.
- UCTR must not inspect, disclose, access, modify, render inaccessible or delete college data unless specifically authorized to do so.
- UCTR may only use legally-obtained licensed tools and materials in compliance with the college laws and regulations.
- TR may be used for limited personal purposes if such personal use does not:
  - Directly or indirectly interfere with the college operation of computing facilities,
  - Obligate the college in any business transaction or effort for any reason,
  - Burden the college with noticeable incremental cost,
  - Interfere with the computer user's employment or other obligations to the College,
  - Violate other college policies, or applicable laws or regulations.
  - Inconvenience other members of the college community
  - Monopolize TR on the basis of rank, seniority or authority.

- All work activities should be accomplished using only college provided applications. The only exception is for sponsored research projects where the terms of the grant, contract, or award require use of other resources.

**Date of Implementation: February 2020**

**Policy Review Date: February 2023**