

Sri Krishna Arts and Science College

Coimbatore - 641008

Information Technology Policy

Overview

SKASC has very good IT infrastructure. The college has 15 computer laboratories with 66 numbers of systems in each laboratory. The college has Internet facility with 500 Mbps bandwidth. The college has separate electronic mail identifier for the faculty members, students and non-teaching staff. SKASC provides internet facilities to access academic related content.

The college provides hardware, software and network resources to support the academic activities such as educational, instructional, research, and administration to enhance efficiency and productivity. These resources are tools to access and process information related to their areas of work and help them to remain well informed and carry out their functions in an efficient and effective manner.

This document establishes specific requirements for the use of all IT resources at SKASC. This policy applies to all users of computing resources owned or managed by SKASC. Individuals covered by the policy include SKASC faculty, students, guests and any other entity which fall under the management of Sri Krishna Arts and Science College accessing network services via SKASC's computing facilities. It is expected that these resources are used primarily for college related purposes and in a lawful and ethical way.

SKASC provided 10 Mbps internet bandwidth before 2015. Now, it is enhanced to 500 Mbps speed. In addition, the college provides Internet access through Jio Wi-Fi of 1 GB per day.

Acceptable Use

An authorized user may use only the IT resources the user has authorization. The user is allowed to use only his/her account. They should not involve in hacking other user's information. A user is individually responsible for appropriate use of all

resources assigned to him/her, including the computer, the network address or port, software and hardware.

As an authorized SKASC user, he/she should not engage in or enable unauthorized users to access the network by using IT resources of SKASC or a personal computer that is connected to the SKASC campus wide Local Area Network (LAN). Users should make a reasonable effort to protect his/her passwords and to secure resources against unauthorized use or access. No user must attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system administrator.

Users must comply with the policies and guidelines for any specific set of resources to which he/she has been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

Objective and Scope of the document

The policy is framed to define the usage of IT resources and to ensure proper access to and usage of SKASC's IT resources and prevent their misuse by the users from an end user's perspective.

This policy is applied to all internet users such as SKASC faculty, students, guests and any other entity which fall under the management of Sri Krishna Arts and Science College accessing network services via SKASC's computing facilities. The internet users are expected to be familiar with and to comply with this policy.

Access to the Internet

Internet access will be provided to users for the academic purpose only and they can access academic related contents only.

- 1) A user shall register the client system and obtain one-time approval from the competent authority before connecting the client system to the College Campus wide LAN.
- 2) SKASC shall maintain two independent networks, i.e. Internet and Intranet. Both the networks shall not have any physical connection/devices between them. End point compliance shall be implemented on both the networks to prevent unauthorized access to data.

- 3) Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may harm the network's performance or security.

Applying Procedure

The students / staff shall give a request to the system administrator of SKASC for accessing the Internet by providing the duly signed request form. By analyzing the request, the competent authority will give approval to access the internet.

Removal of Access

Internet/Account access may be discontinued for the following reasons:

- Resignation of faculty
- Completion of course by student
- Discontinuation of the course
- Violation of the policy

Usage Policy

Network connectivity provided through the college either through an authenticated network access connection is governed under the College IT Policy. The SKASC will take responsibility for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the college network should be reported to IT personnel.

Email Account Usage Policy

SKASC provides official email access privileges to its users. In an effort to handle the efficient information dissemination among the administration, faculty members, staff and students, it is recommended to avail official email with college domain.

In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the college administrators, it is recommended to utilize the college e-mail services, for formal college communication and for academic & other official purposes.

E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal college communications are official notices from the college to faculty, staff and students. These communications may include administrative

content, such as human resources information, policy messages, general college messages, official announcements, etc.

Security and Privacy

User can get approval from the competent authority of SKASC to connect any access device to the college network. The user should secure their account and password details. They should not share the login credentials to others. The users shall ensure that all computers are run with the virus-scanning software.

The users shall report any loss of data or peripherals to the authority of SKASC. The person who uses a computer shall shutdown the system in a proper manner before leaving the college. The user who downloads any application should get approval from the system administrator. The administrator will allow access to such application after verifying the harmfulness of the software. SKASC maintains a firewall named as NetFox – NF-750 software to monitor and filter the incoming and outgoing traffic based on an organization's previously established security policies. The firewall is upgraded every 3 years and the license is live till 16/11/2023.

Wi-Fi Policy

The Wi-Fi is available in the whole SKASC campus. The access to Wi-Fi is restricted to the users. The person who wants to use this facility has to submit a request form to the competent authority and can access after getting the approval. The Wi-Fi access from the unregistered device will be treated as violation of the policy.

Access Deny

The users who violate the IT policy may be denied to access the college network. The system administrator has the rights to deny the user's internet access if he finds the violation of the policy.

Disclaimer

SKASC has the right to restrict the individuals' usage without any prior notice if the system administrator finds any violation of the policy. The user's account will be checked periodically to maintain the policy.