HERITAGE INSTITUTE OF TECHNOLOGY IT POLICY

WHY IT Policy Required: --

Heritage Institute of Technology IT Policy sets the central policies that govern the responsible usage of all users of the Institute information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the Institute is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

This policy establishes Campus-wide strategies and responsibilities for protecting the confidentiality, of the information assets that are accessed, created, managed, and/or controlled by the Institute.

Applicability of IT Policy:-

This IT Policy applies to all Heritage Institute of Technology faculty, admin staff and students and all others using the IT resources, whether personally or of Institute owned, which access, transmit or store various types of related information.

Intention of This Policy :-

Each user of the Campus Information Resources must ensure that it is used for promoting the mission of the Institute towards teaching, learning, research, and administration. In particular, the major objectives of this document are:
1. To ensure the integrity, reliability, availability, and superior performance of the Campus IT Systems
2. To ensure that the IT resources protects the official e-identity (allocated by the Institute) of an individual
3. To ensure that all the users of the Institute are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

Heritage Institute of Technology

Resources USED :-

Network Devices wired/ wireless
Internet Access
Official Websites, web applications
Official Email services
Data Storage
Mobile/ Desktop / server computing facility
Documentation facility (Printers/Scanners)

IT Equipment Installation Policy :-

An individual in whose room the computer is installed and is primarily used by his/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

Computers purchased by the Institute should preferably be with 3-year on- site comprehensive warranty. After the expiry of warranty, computers would be maintained by System Department on call basis. Such maintenance should include OS re-installation hardware support and checking virus related problems also.

All the computers and peripherals should be connected to the electrical point strictly through Central UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthling and have properly laid electrical wiring.

Prohibitions :-

The users of the Institute shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including institute website, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the Institute and e-Library resources.
The Institute shall stress upon the users to comply with Institute policies and legal obligations (including licenses and contracts).
The Institute shall strive to arrange for awareness programme to acquaint the users with the effective usage of IT resources.
Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.
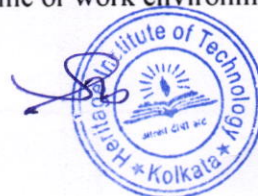
Social Media Usage- Users must abide by the rules of the Institute towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.

Commercial Usage - The Institute IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under Institute rules.

Software Installation and Licensing Policy:-

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, Institute IT policy does not allow any pirated/unauthorized software installation on the institute owned computers. In case of any such instances, institute will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

Data Backup :-

Individual users should perform regular backups of their vital data in Google Drive. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data either on CD or other storage devices such as pen drives.

Network Resources Usage Policy: -

Hostels WIFI Facility:-
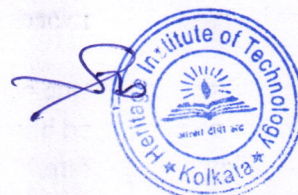
Usage of Wireless infrastructure in hostels is to enhance the accessibility of internet for academic purposes and to browse exclusive online resource of the Institute for student's.
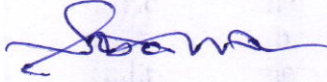
Availability of the signal will vary from place to place. The signal strength also may vary from location to location. It is not mandatory that each and every area in each floor of every block will have the same kind of signal strength, coverage and throughput.

Access to Wireless internet is only an extended service and neither students nor anyone who is residing in the hostels can demand the service. Availability of wireless services solely depends on the discretion of the Institute and it has rights to stop/interrupt the services at any given point of time, if required for any technical purpose.

The access points provided in hostels are the property of Heritage Institute of Technology and any damage or loss of the equipment will be considered as a serious breach of Institute code of conduct and disciplinary action will be initiated on the student/s who are found guilty for the loss or damage of the Wireless Infrastructure or the corresponding equipment in the hostels buildings. In the incident of any loss or damage to the wireless infrastructure, Institute will assess the damage and the same will be recovered from all the students who are residing in that floor/building/hostel.

Policy Implementation: -

For implementation of this policy, the Institute will decide necessary changes in rules from time to time.

Registrar
Heritage Institute of Technology