



# **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY**



## **ICT POLICY STATEMENT**

Al-Ameen College fully acknowledges the role of Information and Communication Technology (ICT) tools in the higher education sector and fully adheres to its responsible use by all the stakeholders who include teachers, learners and the other staff of the college for academic and administrative purposes. College expects that the stake holders should be fully aware of their responsibilities while using this privilege. This policy statement gives guidance to the staff and students on the procedures and principles related to utilization of ICT resources of college and also provides general awareness to them on their obligations and responsibilities while using the same.

ICT tools include computers, laptops, projectors, smart phones, printers, scanners and all the other communication tools. Any misuse or abuse of these equipment is prohibited as per this policy statement.

Stake holders should be fully aware of the fact that these resources are provided by the college only as a privilege and it is not their right. Therefore, the use of these resources should be limited to carrying out their duties in conducting the business of Al-Ameen College and for academic purposes. They should refrain from its use for other purposes unless they get necessary permission from the authorized persons.

Proper and efficient use of ICT tools and internet facilities will allow the teachers and students to access unlimited opportunities and knowledge apart from opening contact and to communicate with organizations, groups and individuals worldwide which in turn will help them to boost their competence, expertise and knowledge. Apart from this, ICT tools will help the students to become more self-motivated and will make them digitally fit as to face the challenges posed by ever changing technology.

We, at Al Ameen College, recognizes the fact that personal ICT devices will enhance the learning possibilities of the students but it is limited to laptops alone. Bringing mobile phones into the campus is banned by the government and the same has been upheld by the honorable High Court of Kerala.



As part of ICT facilities, College will provide:

1. Wi-Fi / Free internet access to all the laptops and computers provided by the college to the departments, staff and the laboratories
2. Printers to all the departments that are expected to be used for official works
3. Projectors, screens and audio facilities to all the class rooms to make it smart class rooms
4. Safe and secure teaching environment for bringing out the best in teachers and students
5. Safe deposit boxes in each class room for keeping the mobile phones of students and they can take it back after the college hours. The key will be kept by the concerned tutor. However, college will not take any responsibility for the loss of such phones. If they use it during the college hours, such devices will be confiscated and will be returned only when the student completes his course.

**N.B:** \* Students are advised not to bring mobile phones and use of such devices is strictly banned inside the campus. Still because of students' security issues outside the campus and during travel, majority of them bring mobile phones. These students are asked to make use of the safe deposit boxes provided in class rooms during class hours.



## **CODE OF CONDUCT (ICT USERS)**

1. Stake holders must ensure that all the data pertaining to the college is fully secured and protected through passwords. (Passwords should be complex with numbers, special characters, upper case letters and lower case letters)
2. All the users are expected to respect copyrights, licenses, contractual agreements and intellectual property rights. They should use only the accounts and facilities that they are authorized to use and should not trespass without due permission
3. No user is allowed to operate equipments and facilities of the college that they are not authorized to use
4. Users are not allowed to share their account details with anybody else
5. Users should not interrupt the work of other faculty or students while using IT resources of the college
6. Users are not supposed to access pornographic sites or publish obscene, derogatory or defaming materials that threatens and infringes basic human rights by using college ICT facilities
7. Users should not delete, disclose or copy the materials and data stored in the resources of the college without explicit permission from the authorized person/ persons
8. Users cannot make any public display of college information in social networking sites without getting due permission. All kinds of political propaganda is banned.
9. Users are not supposed to indulge themselves in acts like spreading viruses, phishing, chain letters, pyramid solicitations etc. which will be violation of the principles of the college.

**N.B:** \*Any violation of the above code of conduct will lead to disciplinary proceedings.

\*College reserves the right to access and use of its IT resources and will have the authority to withdraw its use without assigning any reason therefore.

