Counselling Code : MTEC   Estd : 1999   JNTUH College Code : 86

MOTHER THERESSA COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E, New Delhi & Affiliated to J.N.T.U Hyderabad)

P.P.Colony (Po.), Peddabonkuru (Vill), PEDDAPALLI (Mdl. & Dist.) - 505174, Telangana State.

Website : www.mtec86.ac.in   E-mail: mtec.86@gmail.com   Contact : +91 9989959556, +91 9542709545, +91 9849472523.

An IT Usage Policy in an engineering college is crucial for setting guidelines and expectations regarding the use of the college's information technology resources. This policy ensures responsible, secure, and ethical use of IT resources. Here's a framework for an IT Usage Policy:

Mother Theressa college of Engineering & Technology IT Usage Policy

Introduction:

Mother Theressa college of Engineering & Technology recognizes the importance of information technology (IT) resources for academic and administrative activities. This policy outlines the principles, expectations, and procedures for the responsible and secure use of IT resources on campus.

1. Principles of IT Usage:

Mother Theressa college of Engineering & Technology is committed to upholding the following principles related to IT usage:
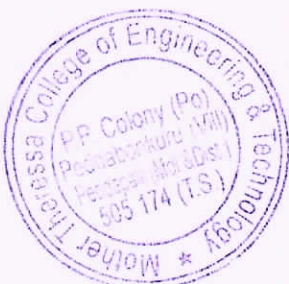
1.1. Access: Providing authorized users with access to IT resources necessary for their roles and responsibilities.

1.2. Security: Ensuring the security and integrity of IT systems and data.

1.3. Ethical Conduct: Promoting ethical and responsible use of IT resources.

1.4. Compliance: [Engineering College Name] complies with all applicable laws and regulations related to IT usage and data privacy.

2. User Responsibilities:
2.1. Faculty, Staff, and Students:

Faculty, staff, and students are responsible for the following:

2.1.1. Adhering to college IT policies and procedures.

2.1.2. Protecting their accounts and passwords from unauthorized access.

2.1.3. Using IT resources for legitimate academic or administrative purposes.

2.1.4. Reporting security incidents or concerns to the IT department.

2.2. Authorized Users:

Authorized users, such as IT staff, have additional responsibilities, including system maintenance, security, and data protection.

3. Access and Authentication:

Access to IT resources will be granted based on the individual's role and responsibilities, and authentication measures, such as usernames and passwords, will be employed to secure access.

4. Data Security and Privacy:

[Engineering College Name] will implement measures to protect data security and privacy, including encryption, regular backups, and data classification.

5. Software and Hardware Usage:

5.1. Only authorized and licensed software will be used on college-owned computers and devices.

5.2. Users must comply with copyright and licensing agreements when using software and hardware.

6. Network Usage:

6.1. College network resources must be used responsibly and not for illegal or unethical purposes.

6.2. Bandwidth-intensive activities that may disrupt network performance are discouraged.
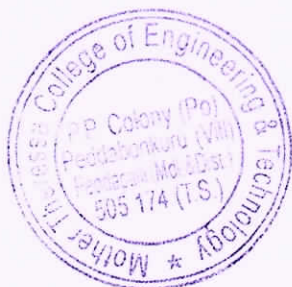
7. Email and Internet Use:

7.1. College email and internet resources must be used responsibly, and users must refrain from sending or accessing inappropriate or offensive content.

7.2. The college may monitor email and internet usage for security and compliance purposes.

8. Reporting Security Incidents:

Users are responsible for reporting any security incidents, breaches, or concerns to the IT department promptly.
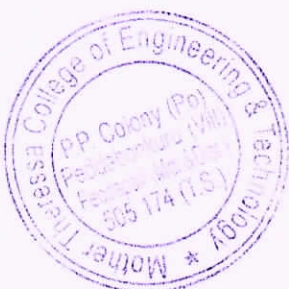
9. Consequences of Violation:

Violations of this policy may result in appropriate consequences, which may include but are not limited to account suspension, disciplinary action, or legal action for severe violations.

10. Review and Revision:

This IT Usage Policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary revisions will be made to address emerging IT usage concerns or issues.

Conclusion:

Mother Theressa college of Engineering & Technology is dedicated to providing a secure and ethical IT environment for academic and administrative activities. All individuals using IT resources are expected to adhere to this IT Usage Policy to ensure the responsible and secure use of IT in the field of engineering. Failure to comply with this policy may result in appropriate consequences.