

NMKRV College for Women

IT POLICY

NMKRV College is committed to promoting and developing student learning and achievement by providing appropriate and relevant information and communication technologies. The College is committed to develop student skills towards making them responsible, in the usage of Internet and ICT equipment, both within and beyond the classroom in an appropriate and discriminating manner. The following are the IT policy guidelines defined by the college:

- **Authorised Access:**

All users at the College will be issued with an id and password that will provide access to the College ICT Network. These credentials are not to be given to another individual and at no stage should an individual gain access to the ICT Network Infrastructure using another individual's credentials.

- **Data Breach:** A data breach occurs when personal information held by an agency or organisation is lost or subjected to unauthorised access, modification, disclosure, or other misuse or interference.
- **Use of ICT Services:** The various ICT Services provisioned by the College are primarily for research, teaching and learning purposes. Access to ICT Services is a privilege and these resources should therefore be used responsibly and with respect.
- **Email:** Electronic mail is a valuable tool for communication both within the College network (Intranet) and the Internet, and must be used appropriately. Individuals are expected to exercise great care and courtesy when creating email messages. Since users are given free email accounts by the College no other email accounts may be used at the College for official communication.
- **Internet** - The Internet is an unsupervised environment and staff members and students must exercise appropriate guidance and discernment when using this tool. It is the responsibility of users to ensure that their behaviour does not breach College policies, rules or requirements, or state or federal legislation.
- **Social Networking** - Social networking technologies are an integral part of the contemporary learning toolkit and are available in modern learning management systems such as the one used at NMKRV College. Users of this technology are expected to use appropriate care and respect when interacting with others.

External social networking sites and apps are commonly used for both professional and personal pursuits. However:

- Staff members and students must not communicate using these sites or apps, unless the use of such technologies is sanctioned by the Principal

- Staff members, students, parents and guardians must not make any reference to NMKRV College, or otherwise identify NMKRV College, when using ICT technologies

- When using Social networking platforms, staff, students and parents/guardians need to be mindful and not misrepresent the College policies and practices

- Staff members, students, parents and guardians must not present information or material that would be viewed as bringing the College into disrepute as this would be considered a serious breach of College Policy.

Inappropriate content and applications - The College's ICT Network Infrastructure must not be used for the access, dissemination or storage of unauthorised, inappropriate or illegal content or applications.