

# LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

Uppal, Hyderabad

Managed by Brothers of St. Gabriel Educational Society



# IT POLICY

## Preface

LFDC ensures the effective and responsible use of technology within the institution. It outlines guidelines and procedures for the use of computers, internet access and digital resources aiming to enhance productivity, security and ethical conduct. By promoting responsible technology usage, the LFDC IT policy helps safeguard sensitive information, prevents cyber threats and maintain the integrity of academic and administrative processes. It also prepares the staff and students for the demands of the modern workforce.

## 1. Objective

- Security - Safeguard data, networks and systems from cyber threats such as hacking, malware and data breaches.
- Accessibility - Ensure that IT resources and services like hardware, software and online are accessible to staff and students of the college.
- Efficiency: Optimizes administrative processes, enhances communication, facilitates accessible learning resources and research capabilities.
- Compliance: Ensure that the institution follows relevant laws and regulations, such as data privacy laws and intellectual property laws including procedures for data protection, retention and disposal, copyright and licensing of software and content, in compliance with government criteria.
- Innovation: Experiment with new technologies and applications.

## 2. Scope

The IT policy of Little Flower Degree College, Uppal Hyderabad, regulates the efficient use of technology, resources and digital platform by students, faculty, administrative and auxiliary staff.

### 3. IT Ethics

Little Flower Degree College Uppal, Hyderabad, has established the following ethics policy. Encouraging responsible and ethical behavior in the use of technology which includes, respect for IPR, compliance with copyright laws. Promote and encourage new technologies to enhance student development through learning and adaptation. LFDC safeguards privacy and confidentiality of sensitive information, such as personal data, academic records and communication exchange with the management.

To align with the college vision and mission this policy aims to support and facilitate new technologies and access to information to enhance student, staff development and academic achievement at LFDC. Every staff and students are responsible for utilizing the IT resources at the college carefully, ethically and responsibly contributing to a positive and conducive learning environment.

- Privacy - The college strives to guarantee secrecy and user privacy, limitations exist due to legal requirements, security concerns and institutional needs. It may include the obligation to disclose information under certain circumstances or the need to share the data with the management, where the principal may examine the user's data for academic and administrative reasons.
- Personal Use - Personal use of IT resources refers to non-academic and non-administrative use of IT in the college. However, if personal use interferes with essential college functions such as data security the college may intervene by implementing restrictions or suspension of privileges to IT resources.
- Passwords and User IDs - Passwords and user IDs are crucial for students and staff to access IT resources protecting sensitive data they serve as a first line of defense against unauthorized access and help maintaining the confidentiality of the college's digital infrastructure. However, the principal has the right to restrict/prohibit with regards to passwords and user IDs to prevent unauthorized use of accounts. This includes changing passwords regularly and disabling “automatic” log-ins.
- Data Storage and Back-ups - The College reserves the right to restrict the amount of network storage available for users to manage resources effectively and ensure equitable access for all. Further storage restrictions help in responsible data

management practices among users and encourage them to prioritize essential files and minimize unnecessary storage usage.

- Security- To ensure the security of IT resources in college, measures such as access controls, maintaining up-to-date software and hardware are implemented as standard operating procedures.
- Internet Domain- Owning an internet domain like JIO and Act FIBRE gives the college control over its online presence, facilitating branding, communication and accessibility to students and faculty. Ensuring users comply with copyright and trademark laws protects IPR, Copyright, Trademark, and Domain Names Users must comply with all copyright, trademark, and other intellectual property laws. Registration of domain names incorporating or referencing college logos and domains is prohibited without the approval of the principal. Photocopying copyrighted materials without authorization is also prohibited.
- Compliance and Enforcement- All users of IT resources of the college must comply with these policies. Users who violate IT policy can face temporary or permanent suspension of IT privileges in line with the established processes of the college.

#### **4. Data Security**

The Data Security Policy of LFDC, Uppal, Hyderabad is committed to safeguarding sensitive information, including student records, financial data and Intellectual property. It defines guidelines to ensure the security and confidentiality of data, outlining measures such as access controls, regular audits and user training to mitigate risks both in paper and electronic form.

Allowing unauthorized access to College's administrative systems or data by sharing an individual's username and password. Disclosing information about individuals without prior authorization by the college administration. Engaging in any other action that violates the letter and spirit of this policy, either purposefully or accidentally.

#### **5. Communication**

LFDC facilitates access to various platforms for staff and students, to effectively utilize technology within the college campus. LFDC continuously upgrades IT technology for better performance, increased reliability and enhanced capabilities in utilizing technology for teaching, learning, research and administrative tasks within the institution. Student,

faculty, and staff members have access to the college, Learning Management System (LMS), institutional email through G-Suite and college websites as a communication tool for information, updating events, teaching and learning activities.

- Assigning of institutional email ID: Faculty and staff are assigned an email username and password upon receiving appointment. The official domain of the college email address is: username@lfdc.edu.in
- Responsible use of email: Email and LMS involves using it primarily for academic, professional and official communication related to the college. Every user bears the responsibility to utilize this resource efficiently, effectively, legally.

Guidelines for using College Email System:

- Use college Email ID for official and academic use only
- The faculty should protect their email account by using strong passwords and avoid sharing it with others.
- The faculty must avoid sharing confidential information about the college without proper authorization.
- When communicating with college faculty/Staff/Administration official college domain Email ID must be used rather than personal for proper documentation of correspondence.

The following types of emails are explicitly prohibited:

- Emails containing information about college or individuals without their consent.
- Emails soliciting funds or donations for personal or advertisements, chain letters political communication is prohibited.
- Inappropriate emails when considering the official nature and purpose of the College email system.
- Emails that are in violation of any laws, including copyright laws, or Institutional policies.
- Emails that knowingly transmit a message containing a computer virus.
- Trying to access email accounts of others without their consent.

## 6. Wireless Network

LFDC, Uppal, Hyderabad believes in ensuring security, regulating usage and optimizing all round performance. Aims to protect sensitive data and mitigate risks associated with unauthorized access or misuse.

**Security Measures:** It is prudent for users to consider that the data transmitted over a wireless network may not be secure.

**Access Control:** Access points permitted on the college network must be installed by the IT department.

**Device Management:** Wireless devices not approved by the IT department cannot be used on the college network.

**Monitoring and Enforcement:** Only users affiliated with LFDC are authorized to use the network. The IT policy will cover all aspects of IT enabled services.

*Jayanthi P*  
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