IT Policy

- Campus policy regarding the use of Computer Software
- Campus Policy regarding the use of "Computer & Allied Equipment's
- Campus policy regarding the use of Personal Equipment for School work
- Campus Policy regarding the use of "Email & Internet Services"

The term 'applicable' to every individual in Ashoka Education Foundation's AICESR Nashik and its sister concern who knows computers or is trained to use computers and computer-related products of the organization for his/her daily work. The user is bound to know all the policies & guidelines mentioned herein below for using computer software, hardware, and mailing/surfing facilities. Also, this policy generates awareness about the actual role of the IT department while managing these resources. The user should contact the Manager IT before signing this policy if any query or clarity is required.

The institution has provided students and faculty with access to high-speed internet connectivity within the campus, thus making classes, events, and webinars more effective and advanced. The faculty, students, and staff can access the IT resources and content from anywhere and at any time on campus. We have **100mbps bandwidth** for using the Wi-Fi facility.

Policy for using Computer Software.

1. Ashoka International Centre for Educational Studies & Research is involved in Educational Sectors, and develops System software on DBMS/RDBMS and available platforms. IT department on Campus reserves its rights to modify, delete, install & correct the application software as per the business needs & market conditions. Users should not modify/Delete any of the contents of the application software, except that he/she is an authorized persons in the Campus office to do so.

2. Ashoka International Centre for Educational Studies & Research Nashik licenses the use of computer application software from a variety of outside companies. Ashoka International Centre for Educational Studies & Research Nashik does not own this application software or its related documentation of its own. all users unless authorized by the software developer has the right to reproduce it except for backup purposes.

3. Management reserves the right to decide the Use of Open Office 3.3/MS Office 2003-2007-2010-2013 or any other third-party Software as Document processing software as per the policy drafted herewith. Document Processing includes Word Processing, Spread Sheet and

Presentations, etc. IT Department Will Evaluate the User Software Requirement and recommend suitable Document Processing Software.

4. With regard to Client/Server and network applications, in Ashoka International Centre for Educational Studies & Research Nashik. Employees shall use the software only in accordance with the license agreements.

5. Users should not download or install unauthorized software from the Internet. Users should not copy/duplicate and distribute the software to any third party, clients, customers, or competitors. Unlicensed duplication or use of any software program is illegal and can expose you and the Schools to civil and criminal liability or serious legal consequences under copyright law. In such circumstances, he/she who makes acquires or uses unauthorized copies of the software will be facing serious consequences.

6. Ashoka International Centre for Educational Studies & Research Nashik does not condone the illegal duplication of software. AICESR's Employees who make, acquire, or use unauthorized copies of computer software shall be disciplined appropriately under the circumstances.

7. Users learning of any misuse of software or related documentation within the Schools shall notify the IT department manager or Ashoka Education Foundation's legal counsel.

8. Any doubts concerning whether any employee may copy or use a given software should be raised with a responsible manager before proceeding.

9. Users who want to use the software resources and want to copy or use a given software program should obtain the necessary permission from a responsible manager before proceeding.

10. In order to ensure that you do not intentionally or inadvertently violate the software publisher's copyright, you should not copy any program/ install it on your computer for any purpose without permission from IT Manager. This is in order to verify that a license is held to cover such installation.

11. If you want to use software that is licensed by the Schools at home, you must consult with IT Manager in order to make sure the Schools under the user's policy permit such use.

12. Any persons from IT Department can visit your location with/without notification for assessing the hard disks and ascertain that licenses exist for each copy of a software product resident on a hard disk. If unlicensed copies are found, they will be deleted/removed from the computers.

13. IT Department will be giving/making arrangements for training all such operating systems/software, whenever such products are delivered to you.

Policy for using Computers & Allied Equipments

1. Personal Computers, Laptops, Monitors, Printers, Hubs, Networking components, Switches, UPS, Stabilizers, modems/Data Cards, and all such computer-related devices & components are the physical property of Ashoka Universal School. IT Department reserves its rights to Plan, Recommend Purchases, Modify/ Alter and Allocate the computer resources per the requirement. Similarly, the Information / Data created by the users is the intellectual property of the Schools. IT Department reserves the right to Scan through the documents or email, and maintain / Delete the information as per the requirement of the organization.

2. IT Department will be giving/making arrangements for giving complete awareness and training from time to time, about all such products whenever such products or equipment are delivered to you for use. All such employees who are using the resources are responsible for maintaining the computer, printers, and equipment in good and clean condition.

Users who are using the computer resources will be responsible for damages that occurred due to mishandling. He / She will also be responsible for communicating with the IT department regarding the breakdown of non-functioning of computers and allied equipment. In such cases, IT Department which monitors/delivers the service support to users, cannot be responsible for service delays due to the non-availability of spares & components. The IT department will be responsible for making alternative arrangements if the computer or allied equipment is not serviced in time or is delayed due to the non-availability of spares & components.

Users, who are using a computer with local hard disks, will be responsible for maintaining their own backups as desired, said, or configured by the IT department. In all such cases, the IT department will be monitoring the backup status. The IT department will be responsible for configuring the backup setup and also responsible for taking the backup of data located on the server.

5. IT Department will be responsible for planning, configuring & installing backup methodology as defined in the work instructions of the IT department. The IT department will also be responsible for training users for taking their routine backups.

6. Users will be responsible for communicating in time, the Data/ Backup loss to IT Department. The IT department will be responsible for restoring the backup if required, and will also make required efforts to recover the data, but IT Department cannot be made responsible for data loss occurred due to virus infection, power fluctuation, hard disk damage, and memory mismanagement. (I.e. Cross Link, Illegal operations of RAM, etc.)

7. Users will be responsible for sharing the information or hard disk with other employees. He / She should take care that any information or data pertaining to his department/work area in technical, accounts, school legal matters, school policy, college quality system or any such information about the organization is well secured and not accessible to other users on the network.

8. The users are responsible for managing the data created/originated by them, on their PC. The users should not delete any data from their networks / shared hard disk. The computers and allied electronics equipment are designed and tested to work up to 48ºC, but these electronic devices give their best performance if operated within the temperature range of 15ºC to 30ºC. Although the devices can work up to 48ºC, users should note that necessary cooling arrangements and thermometers are available, if the surrounding room temperature usually remains high (i.e. near to 40ºC) throughout the year and is likely to cross 43ºC during summer seasons. If no such cooling arrangements are made, you will experience abnormal shutdowns / hanging problems, of computers during high temperatures. In such conditions avoid working over computers. The users should stop operating computers beyond 43 to 45ºC. (Ref: Book - Windows 98 Complete, BPB Publications, Chapter 23 - Avoiding Service)

Policy for using Personal Equipment for college work

Users are not allowed to use their personal equipment (Computer/Printer/UPS etc.) on office premises. If they desire to use it, they have taken the permission from principal/DGM/secretary. In such cases, the user should ensure that they will not carry/copy any office information on their personal equipment & the user will be responsible for any losses/damages occurring during their use.

Policy for using E-Mail & Internet Services

1. The users of Ashoka International Centre for Educational Studies & Research Nashik are bought and governed to use only the mailing services as defined, installed, or configured by the IT Department.

2. The user will get the user ID only after submitting the approval IT Request form and the purpose of using the E-mail Services is only for official purposes.

3. Users, who are using E-mail Services should maintain their passwords very secret & confidential. The user is responsible for changing the password wherever he/she experiences the unauthorized use of their account.

4. The user using the E-mail Service will be responsible for downloading mail, preservation of important mail, correspondence the matter, etc. related to his working area/department.

5. The user will face serious consequences if he/she is found to be sending any data related to technical budget, accounts/finance related, institution legal matters, anything about the school/college policy and college quality system, or any information about the organization to any outside sources, clients, suppliers, competitors, or whatsoever. In such cases if any user is violating the rules & regulations of this campus user's policy will have to face legal action or at most, his service can also get terminated.

6. If any users find that other persons are involved in doing so, then the same should inform the manager IT immediately.

7. The user who is using the E-mail service should precisely send using the E-mail Service should send only the relevant information precisely that is relevant to the topic of communication. It may happen so that the user sending the email can unknowingly see extra unwanted/ irrelevant information to the recipient.

8. Be very careful while opening emails. Never open attachments from unknown persons. They may contain "letter bombs, Spam" or viruses damaging your PC over the network. In such cases, the users will be responsible for communicating the mail to the IT department.

9. The users should not open anyone else mailbox. Also, they should not send emails using others' Email IDs/accounts.

10. The users should not reply to unsolicited messages i.e. "Spam" mail or other harassing or offensive mail. By responding to such you only give the confirmation that you are a person with an active e-mail address who can be plagued with constant unwanted e-mail solutions.

11. The users should not transmit through the service unlawful, harassing, libelous, abusive, threatening, harmful vulgar obscene, viruses, or any illegal material. If found doing he/she will be facing serious consequences.

12. The users should not make any use of email services for personal correspondence. Once the user has applied/requested & created his ID, then they are responsible for all the correspondence being made on their ID.

13. The users who require facility Internet surfing should inform so along with the purpose of surfing to the IT manager. IT department reserves the right for deciding whether the facility is to be provided on their desktop / to make a shared usage.

14. The users using Internet surfing facilities are bought by the rules and regulations formed by the IT Department. (E.g. internet surfing machine, dialup locations, surfing locations, surfing timings & usage noting to register in IT department, etc.)

15. Users should take note of the following things while making communication using the E-Mail facility.

a. The users should note that whenever they want to make any confidential, legal matters or Important and urgent communication or else any communication where they required delivery notification, report, or feedback then, He / She should avoid using the E-mail facility. Instead, he/she should use a direct telephone line, Fax or courier, etc. which will generate the delivery notification for record purposes.

b. The users should also note that, whenever they receive any such e-mails which are important for future references, decision making or required to be preserved for legal purposes, etc., then he/she should take the hardcopy (i.e. printout), make necessary Inward entry also take seniors authentication and then preserve it for record purposes.

E-Mail communication, though based on links made using telephone lines but still it is an indirect communication and not a point-to-point communication like telephonic communication/fax technology. E-mail which is based on store and forward technology is entirely dependent on circumstances like computer setup and its speed, telephone line speed, modem speed, emails being transferred at that point in time, and finally on the mailing server's capacity, etc.

IT department will be responsible for providing such type of mail communication tool, providing training for using the tool, initially configuring the setup, dialing up regularly, guiding users for effective and fast communication, etc. The IT department cannot be responsible for delivering the emails to recipients.