

GEMS INFORMATION TECHNOLOGY (IT) POLICY

Purpose

The IT Policy of GEMS College is designed to ensure the responsible and secure use of information technology resources, safeguarding data integrity, promoting ethical conduct, and encouraging a productive and technologically advanced learning environment.

1. Acceptable Use of IT Resources:

- All users must use IT resources, including computers, networks, and software, for academic and administrative purposes only.
- Unauthorized access, use, or distribution of college IT resources for personal gain or malicious activities is strictly prohibited.

2. Data Security and Privacy

- Users are responsible for maintaining the confidentiality and integrity of college data.
- Personal data should be handled in accordance with privacy laws, and users must report any data breaches promptly.

3. Network and Internet Usage

Users should use college networks responsibly, avoiding activities that may degrade network performance or compromise security. Access to inappropriate or offensive content is strictly prohibited.

4. Cyber security Measures

- Users must comply with all cyber security measures implemented by the college, including regular password changes and two-factor authentication where applicable.
- Reporting of any suspicious activities, phishing attempts, or security concerns is mandatory.

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5. Software and Hardware Usage

- Only licensed software approved by the college should be installed on college-owned devices.
- Users should not attempt to disable or bypass security features on any IT equipment.

6. Bring Your Own Device (BYOD) Policy

GEMS College may have specific guidelines for the use of personal devices on the campus network. Users must adhere to these guidelines to ensure security and compatibility.

7. IT Training and Awareness

- Regular IT training sessions will be conducted to educate users about IT policies,

Cyber security best practices, and emerging threats.

- Users are encouraged to stay informed about IT-related updates and improvements.

8. Compliance

- All members of the College community, including students, faculty, and staff, are expected to comply with this IT Policy.
- Violations may result in disciplinary action, including but not limited to restricted IT access, suspension, or legal action. By adhering to this IT Policy, members of the GEMS College community contribute to a secure and efficient IT environment that enhances the overall educational experience