



Janseva Samiti Sanchalit

Shri M. D. Shah Mahila College of Arts & Commerce

Recognised Under Section 2(f) & 12(B) of UGC ,

Affiliated to S. N. D. T. Women's University, Mumbai

NAAC Re-Accredited 'A' Grade (CGPA- 3.11)

B. J. Patel Road, Malad (West),
Mumbai-400 064. Maharashtra, INDIA
Phone : +91-22-2882 4860 / +91-22-61319000
E-mail : mdshahmahilacollege@gmail.com
info@mdsmc.ac.in
Website : www.mdsmc.ac.in

ICT Policy

Information Technology is a tool to be used wherever appropriate in order to enhance teaching and learning across the curriculum.

Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video.

E.g.:

- Personal computers and laptops;
- Mobile devices such as mobile phones and tablets;
- Applications such as email and the internet;
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems;
- Imaging tools such as video, still or web cameras and related software;
- Audio tools such as audio recording devices, iPods, mp3 players and related software; and
- Fax, scanning and copying machines.
- MKCL Super Campus
- Digital projector
- Router
- switches

ICTs can create potentially hazardous situations in the event they are used inappropriately and/or illegally.

College is committed to the responsible and educational use of ICTs and to the protection of students by providing secure access to these services as part of their learning experience.

This policy consolidates the various responsibilities of teachers, students and the IT Department / Service provider.

Teachers:

- Teachers cannot share email-id and contact number of students with any third party without consent of the Principal.
- Teachers are required to make an entry sign in an appropriate register while using any of the equipment like projector, laptop, etc.
- Photographs and footage of students should not be used outside college without permission of the Principal.
- Teachers are required to make the use of biometric devices to record their presence in the premises



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Students:

- Students are supposed to carry their Identity Cards at all times in the college campus and so as to be able to record their attendance
- Students are required to sign the log book whenever they use a computer in the lab.
- Students should make use of personal devices to support learning and not for any other use during lecture time.
- Students should make sure that personal devices are protected from unauthorized access and try to protect from hacking and computer viruses.
- Students should tell a member of staff if anyone sends any unpleasant or offensive messages or pictures over the Internet.
- Students should be aware that the College may check your files and may check up on the Internet sites you visit.
- Students are discouraged to involve themselves in plagiarism
- Students should not use DVDs, pen drives and/or SD cards to add or remove programs from machines.
- Students are discouraged to take photographs or video footage of other students or members of staff without permission and any photographs or video footage you do take must only be used in College and not given to anyone else.
- If given permission students will use social media sites in accordance with the Social Media Code of Conduct.
- The students must be cautious regarding sharing their own or their classmates' personal details including identifying documents e.g., aadhar card number, PAN card number etc. with strangers as it can lead to Identify theft
- The students are discouraged to share their location with strangers on the internet and must use relevant privacy controls to hide their current location as it can compromise their safety
- Inappropriate usage by students includes:
 - Participation in non-educational activities such as the purchase and/or sale of products or services;
 - Illegal activities such as threatening the safety of others or engaging in criminal activity;
 - Tampering with or damaging computer hardware or software;
 - Making, installing or downloading copies of software that is not licensed by the college;
 - Playing computer games (non-educational).
 - Online bullying



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IT Department / Service provider:

- To assist departments by providing technical support where necessary.
- The IT Department will be responsible for administering a schedule for using the IT lab allocated to various departments. Departments should provide written details of the software and hardware required.
- Appropriate precautions must be taken to safeguard data stored on laptops, pen drives or any other electronic media from unauthorized access.
- Anti-virus checks and Microsoft service packs and fixes are kept up to date.
- To ensure that Internet content filtering is applied to all connected devices.
- Access to college networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection.
- Approval must be sought before connecting privately owned ICT equipment and devices to college networks to avoid the risk of malware.
- Any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation.
- Posters promoting appropriate ICT use are displayed strategically in the computer lab.

Discipline for Breach of Policy

- The college reserves the right to monitor traffic and review all content sent and received on the college systems.
- Breaches of acceptable usage of ICTs will result in disciplinary action.