



**ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
(AFFILIATED TO MUMBAI UNIVERSITY)
24th Road, Bandra (W), Mumbai 400 050**

IT Policy

The purpose of this IT policy is to establish guidelines for the appropriate and secure use of information technology resources at St Pauls Institute of Communication Education for Women. This policy aims to ensure the integrity, availability, and confidentiality of information while promoting responsible and ethical behaviour in the use of IT resources:

User Responsibilities:

- a. Users are responsible for maintaining the security of their login credentials and must not share them with others.
- b. Unauthorized attempts to access or modify IT resources, as well as any form of hacking or malicious activity, are strictly prohibited.
- c. Users are responsible for the appropriate use of software and must not install or use unauthorized software on institutional computers.
- d. Users must not attempt to access, modify, or delete data belonging to other users without proper authorization.
- e. Personal data and sensitive information must be handled with care and in compliance with applicable data protection laws.
- f. IT resources provided by the institution, including computers, networks, software, and internet access, are to be used for educational and research purposes.
- g. Users must adhere to all relevant laws and regulations while using IT resources.

Internet Usage:

- a. Internet access is provided for educational and research purposes. Excessive personal use is discouraged.
 - b. Users must refrain from accessing inappropriate or offensive content.
 - c. Institutional email accounts are to be used for official communication. Users must not use email for personal business or any illegal or unethical activities.
 - d. Users should exercise caution when opening email attachments and should report any suspicious emails to the IT support team.
- a. Users must respect copyright laws and licensing agreements when using software, multimedia, or any other intellectual property.
 - b. Users experiencing technical issues or requiring assistance should contact the IT support team.
 - c. All incidents of security breaches or suspicious activities must be reported immediately.
 - d. Violations of this IT policy may result in disciplinary action, including but not limited to, suspension of IT privileges, academic penalties, and legal action if warranted.

This IT policy will be reviewed periodically to ensure its relevance and effectiveness in addressing the evolving needs and challenges of information technology within the institution.



Plavendran

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Principal