



# **ICT and Website Policy for Poornima Institute of Engineering and Technology**

## **1. Introduction**

This ICT and Website Policy outlines the guidelines and procedures for the responsible and effective use of information and communication technology (ICT) resources and management of the official website of Poornima Institute of Engineering and Technology (PIET). The policy aims to ensure the security, integrity, and optimal utilization of ICT resources and the website while fostering ethical and responsible behaviour among users.

## **2. Scope**

This policy applies to all faculty, staff, students, leadership, and any other individuals granted access to PIET's ICT resources and website.

## **3. Acceptable Use**

**3.1. ICT Resources:** Users are encouraged to use ICT resources responsibly, including computers, networks, software, and peripherals, primarily for official academic and administrative purposes. Limited personal use is permitted, provided it does not disrupt official duties or excessively consume resources.

**3.2. Website:** The official PIET website serves as a platform for sharing accurate and relevant information about the institute, its programs, activities, and services. Only authorized personnel may contribute to website content, ensuring its accuracy and compliance with branding guidelines.

## **4. Stakeholder Responsibilities**

### **4.1. Faculty and Staff:**

Faculty and staff are responsible for utilizing ICT resources effectively to support teaching, research, and administrative tasks.

They must ensure the security and confidentiality of institutional data and adhere to best practices for data management.

Faculty and staff are encouraged to contribute relevant and accurate content to the institute's website, reflecting the latest updates and achievements.

### **4.2. Students:**

Students are expected to use ICT resources for academic purposes and in accordance with institutional guidelines.

They must respect the intellectual property rights of others and refrain from engaging in unauthorized activities that may compromise the integrity of ICT systems.

Students are encouraged to engage with the website for accessing important information, participating in online forums, and contributing to student activities.

### **4.3. Leadership:**

Leadership is responsible for providing adequate resources and support for the effective implementation of ICT policies and procedures.

They must ensure that ICT infrastructure meets the institute's requirements for security, reliability, and performance.

Leadership plays a crucial role in promoting a culture of compliance and accountability among all stakeholders.

## **5. Stock Register Maintenance and Computer Updating**

### **5.1. Stock Register Maintenance:**

The ICT department is responsible for maintaining an up-to-date stock register of all ICT equipment, including computers, peripherals, and networking devices.

Entries in the stock register should include details such as the serial number, date of purchase, warranty information, and current location of each item.

### **5.2. Computer Updating:**

The ICT department shall regularly update computer systems with the latest software patches, security updates, and firmware upgrades to ensure optimal performance and security.

Updates should be conducted in a timely manner to mitigate potential vulnerabilities and maintain the integrity of ICT resources.

## **6. Removing Outdated Computers**

### **6.1. Outdated Computer Removal:**

The ICT department shall conduct periodic assessments to identify and remove outdated or obsolete computers from the network.

Computers that no longer meet the institute's performance standards or pose security risks due to outdated software or hardware shall be decommissioned and disposed of securely.

## **7. Action for Defaulters**

- Defaulters who violate rules governed by the Government of India and Rajasthan State Government may face legal consequences as per relevant laws and regulations.
- Any breach of data privacy, cyber security, or intellectual property rights may result in penalties, fines, or legal proceedings as per laws.

## **8. Encouraged Activities**

### **8.1. ICT Resources:**

Encouraged activities include:

- Utilizing ICT systems and data responsibly and securely.
- Promoting cyber security awareness and reporting any suspicious activities promptly.
- Respecting copyright laws by obtaining proper authorization for the use of materials.
- Contributing positively to the security and integrity of ICT resources.

### **8.2. Website:**

Encouraged activities related to the website include:

- Publishing accurate and informative content that reflects the institute's values and objectives.
- Respecting intellectual property rights and obtaining necessary permissions for content usage.
- Fostering a respectful and inclusive online environment by refraining from posting offensive or discriminatory content.
- Ensuring that all external links are relevant, authorized, and contribute to the user's online experience positively.

## **9. Security Measures**

### **9.1. ICT Resources:**

Users are required to adhere to established security measures, such as maintaining strong passwords, practicing safe browsing habits, and promptly reporting any security concerns to the IT department.

### **9.2. Website:**

The website undergoes regular monitoring and maintenance to ensure its security and reliability. Updates and patches are applied promptly to address potential vulnerabilities and maintain user trust.

## **10. Data Privacy**

PIET is committed to safeguarding the privacy of user data collected through its website and ICT systems. Personal information is handled with care and in accordance with applicable privacy laws. Anyone found to be in violation of the data protection provisions may face significant fines, penalties, or other sanctions as per laws, depending on the nature and severity of the breach.

## **11. Compliance**

All users are expected to embrace and comply with this policy, demonstrating their commitment to responsible and ethical use of ICT resources and the website. Compliance ensures a safe and productive digital environment for all users.

## **12. Conclusion**

In conclusion, this ICT and Website Policy serves as a framework for promoting responsible and secure use of ICT resources and the official website of PIET. By adhering to these guidelines, stakeholders contribute to the institute's mission of providing a conducive learning and working environment while upholding ethical standards and ensuring data security and privacy. Together, we create a digital ecosystem that fosters collaboration, innovation, and excellence.