



St. Vincent College (Arts and Commerce) Pune -411037

Rationale

The college recognises the change in the learning process on account of upgradation of ICT (Information and Communication Technology) and other new technologies that alter the ways in which information may be accessed, communicated and transferred and assimilated.

The importance of electronic communication skills in the development of essential knowledge and skill of the students for imparting meaningful education is well recognized by the institution

The college promotes and supports the access by students to the wide variety of electronic information resources together with the acquiring the necessary skills to analyse, evaluate and utilize the resources in the process of learning.

The College recognizes the need for the staff to access various electronic resources to empower them in the process of imparting quality based education.

The college provides access to the ICT facilities to the students to facilitate exploration of libraries, databases, web sites and other online resources while exchanging information.

To protect the students in our care, and staff the access to ICT though a privilege, is governed by various policies which include the ICT Code of Conduct, Student Management Guidelines, and the ICT Unacceptable Uses Policy.

Generally acceptable use refers to use of ICT and AV resources that are in the pursuit of learning, appropriate community communication and / or for community service purposes.

The Role of Students

Students are responsible for their own good and ethical behaviour relating to uses of Online resources. They must act in accordance with the "ICT Code of Conduct".

Students are subject to the Student Management Guidelines when using ICT resources (whether accessing or using them from college, home or elsewhere).

Students and families in possession of College owned devices (including but not limited to



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laptops, cameras, digital cameras, video cameras, projection devices and hand held devices) are guided by the relevant College policies stated in this document and in the case of college owned laptops "The Terms and Conditions for Issue of College Laptops to Students".

The Role of Teachers

The staff shall incorporate appropriate use of such information throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such online resources. The policy includes staff facilitating students accessing information to support and enrich the curriculum while taking into consideration the needs, learning styles, and abilities of the students.

College staff is required to adhere to the "ICT Code of Conduct" and other generally accepted rules for use of ICT.

Staff should continually update and improve their ICT related knowledge and skills for professional enhancement, to enable them to use the resources effectively where appropriate.

This includes maintaining a balanced approach to use of ICT and to understand that ICT is an integral part of the teaching and learning process in the modern era and supplementary to other aids ,however it is not the only tool in the in the teaching and learning process and should be balanced with the use of other aids to teaching and learning.

The Role of the College

The College assures its commitment to implement and adhere to the Acceptable ICT usage Policy and provide essential and adequate physical and financial resources to facilitate safe, educationally relevant access to the Internet and other ICT resources for staff and students.

The College undertakes to supervise the information published on the Internet by students or staff under the name of the College so that it is in accordance with the legal requirements and standards of general practice of copyright and safety.

Staff Access

All staff are expected to be aware of the generally accepted policies to access and utilize ICT and to access the institutions computer facilities in accordance of the policies.



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Code of Conduct

I agree to use College ICT network, facilities and resources to:

1. Complete assigned work and assignments, practical's, undertake research and explore eresources to enhance and improve the process of Teaching and Learning
2. Develop literacy, communication and information skills
3. Author text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the college
4. Conduct research for college activities and projects
5. Access online references such as dictionaries, encyclopaedias, and other learning resources

I understand that it is not acceptable, and will NOT use the College ICT network, facilities and resources to:

1. Download, distribute or publish offensive messages or pictures
2. Use obscene or abusive language to harass, insult or cause nuisance to others
3. Deliberately waste printing and Internet resources
4. Damage computers, printers or the network equipment
5. Violate copyright laws which includes plagiarism
6. Use internet chat
7. Use online email services for sending chain letters or Spam e-mail (junk mail)
8. Divulge the usernames and passwords used for college logins and of other fellow students to any other individual without the consent of the concerned authority
9. Use another student or staff member's username or password to access the college's network, including trespassing in another person's files, home drive or e-mail.



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10. Divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfill the educational program requirements of the college.
11. Make deliberate attempts to access restricted files, disrupt the College network system, destroy data or gain unauthorized data.

I also understand that it is not acceptable, and will NOT:

1. Use images of students of the college or photos and videos taken at College activities/lessons, without the permission of the College Authorities (eg. Putting photos or video taken at college on My Space, YouTube, Facebook or other social networking sites).
2. Use USB or other memory storage devices to bring non-educational files onto the College network (eg games, music, images...).
3. Damage computers, printers or the network equipment.
4. Use College resources to play games, access or play unauthorized music, download applications or other forms of software, or to procure without the express permission of the College Executive Team.
5. Use personal devices to create wireless hotspots to circumvent the secure College network.
6. Upload Photos, Videos or any other content which would cause harm to or to the reputation of any individual, group of individuals or organization.