ICT POLICY

D.K.M. College is committed to provide quality education in alignment with contemporary paradigms of teaching learning and research through extensive use of ICT policy.

Objectives of the ICT Policy:

Our college is committed to apply sound ICT policy with an aim to enhance teaching efficiency and optimising learning experiences. The important objectives of the ICT policy are:

- To ensure access, economy, efficiency, effectiveness, relevance, transparency, privacy, accountability, sustainability, learner- centric, pedagogically driven and quality assurance in teaching and learning process.
- To integrate ICT policy with the institutional preparedness to meet the changes in the educational system and methods.
- To ensure integrity, security and legitimate applications of ICT, taking note of the rapid pace of changes in technology.
- To take appropriate measures for the capacity building of academic, administrative and professional staff to effectively use ICT in all areas of students operation.

Scope of the ICT Policy:

This policy applies to students, faculty, non teaching staff and staff working for the college and uses the ICT resources made available to them such as personal computers, laptops, printers, copiers, scanners, multimedia devices, mobile, tablet, inter and intranet services, E-mail, software applications, CD, DVD, pen drive etc.

Policy guidelines:

College is to strengthen ICT eco system for research by providing centralized access to online data bases, journals and other e-resources and make ICT resources available for creating conductive research environment. College is to organize training and capacity building activities to help researchers to use the latest tools for research.

ICT policy on teaching and learning is to

- Make class room teaching more effective through judicious use of technology.
- Be used to catalyse transformation of information to students for enhanced learning and to facilitate staff to exercise great care on the appropriateness of the digital contents and resources.
- Help staff to develop digital learning and resources of their own.
- Create appropriate online learning space to share learning modules developed by the staff.
- Provide recorded audio-video session for students learning.
- Facilitate on/off-line campus communication between staff and students and among peers for enrichment of academic knowledge.
- Conduct webinars and virtual classes for real time sessions.
- Organise training to use effectively ICT for teaching and learning through FDP's.

ICT Code of conduct for our Staff: The ICT policy has been designed in our college to protect the Staff members from allegations of impropriety and it is therefore very important that the following provisions need to be adhered in the campus.

- ➢ Staff members must not communicate, as part of their professional duties, with students or parents via social networking sites such as face book and instagram.
- ➢ Staff members must not disclose any personal data that they may have access to or be in possession of, as part of their professional duties, to any 3rd parties without express permission from the Principal.
- ➢ Staff members must not disclose their username or passwords to any 3rd party.
- ➢ Staff members should not supply to any 3rd party, the email addresses of any students without the express consent of the Principal and the students' parents unless their email address is used as a login for content providers.
- ➢ Staff members must take appropriate precautions to safeguard data stored on laptops, pen drives or any other electronic media from unauthorised access.
- ➢ E-mail facilities are provided to enable Staff members to more easily undertake their professional duties. Staff members are also reminded that email correspondence is subject to content filtering and therefore the content of their e-mails and discussion board postings should be courteous and polite at all times.

➢ Staff members are encouraged to read their e-mail on a regular basis – at least once a day. If you are unable to provide an answer to a question via e-mail then reply indicating when you will be in a position to do so. Because of the immediacy of this form of communication Staff members are reminded to avoid sending haphazard mails. A reply must be appropriately phrased and polite.

➢ Staff members are advised to keep records of important e-mails in the "Sent" folder for later reference. However since e-mail boxes are limited in size, e-mails that are no longer required should be deleted.

➢ Staff members are reminded that they are personally responsible for the content of their own devices that they may use on the College's Bring Your Own Device (BYOD) network.

➢ Photographs or footage that include students should not be used outside College without the express permission of the parents and the Principal.

Staff E-mail Policy:

E-Mail facilities are provided to all faculty members to enable them to easily undertake their professional duties. Email addresses are of the form teachername@dkmcollege.ac.in. On joining the College each member of Staff is provided with a document which gives the username and password and basic instruction on how e-mail is accessed.

- E-mail facilities are provided to enable Staff members to easily undertake their professional duties.
- E-Mail messages are parsed for offensive language by the Mail Servers and such messages are quarantined.
- Staff members are reminded that the content of their e-mails should be courteous and polite at all times.
- Staff members can correspond with parents via e-mails on a day to day basis on less formal matters. For more formal communication with parents a phone call, letter or meeting will be more appropriate.
- Staff should not disclose their e-mail password to any third party.
- Staff e-mail address may be published in College documents and the web site.
- Staff members should not give students their private e-mail addresses but use the College one instead.

- Staff members are reminded that they are not to supply the e-mail address of any students without the express consent of the Principal and the students' parent

ICT Code of conduct for our college students:

ICT Policy of our college requires every student.

- To use the computers in her own name and password and to keep the password secret.
- To use the College network for purposes allowed by the College.
- To use personal devices to support learning and not for other uses during class hours.
- To make sure that personal devices are protected from unauthorised access and try to protect from hacking and computer viruses.
- To send and read email messages and attachments to people known to him or his teachers or parents who are genuine supporters for his studies /development.
- To make sure email messages and postings to social networks are polite and responsible.
- To inform the member of Staff, if anyone sends unpleasant or offensive messages or pictures over the Internet.
- To understand that the College may check her files and may check up on the Internet sites he visits.
- To use the social media sites in accordance with the Social Media Code of Conduct only with the permission.
- Not to give any one, the personal information, photographs or video footage over the internet or phone unless as part of lessons.
- Not to copy other's work from the Internet and pretend that it is of her own.
- Not to use DVDs, pen drives and/or SD cards to add or remove programs from machines.
- Not to take photographs or video footage of other students or members of Staff members without permission and any photographs or video footage taken must only be used in College and not given to anyone else.