Guru Vishwambharkrupa Bahuuddeshiya Shikshan Prasarak Mandal Lakkadjawalga's

SHIVNERI MAHAVIDYALAYA,

Shirur Anantpal, Dist. Latur- 413544

(NAAC Accredited B⁺ Grade with 2.54 (CGPA)

POLICY DOCUMENT
FOR
ICT POLICY

INTERNAL QUALITY ASSURANCE CELL

ICT Policy

A. ICT Policy for Teachers

A Teacher ICT policy for a college outlines the guidelines and expectations regarding the use of technology by teachers in the education. Here are some key points that could be included in such a policy:

- The purpose of the ICT policy, which is to promote effective and responsible use of technology by teachers to enhance teaching and learning outcomes.

- To define acceptable use of technology by teachers, specifying that it should align with the college's mission, values, and educational objectives. Emphasize the importance of using technology in a responsible, ethical, and legal manner.

- To specify the technology resources provided by the college for teachers, such as computers, software, online platforms, and internet access. Explain the guidelines for accessing and utilizing these resources.

- Highlight the college's commitment to supporting teachers in developing their ICT skills and provide information on available professional development opportunities. Encourage teachers to continuously enhance their knowledge and proficiency in using technology for teaching purposes.

- To describe how teachers can integrate technology into their teaching practices effectively. Encourage the use of technology for lesson planning, instructional delivery, student assessment, and communication with students and parents.

- Address the importance of protecting student data and ensuring its privacy and security. Explain the protocols and procedures for handling sensitive information and complying with relevant data protection laws

- To promote the responsible use of the internet and address the issue of online safety for both teachers and students. Encourage teachers to educate students about appropriate online behavior and the potential risks associated with the internet.

- To remind teachers to respect copyright laws and intellectual property rights when using digital content, software, or online resources. Provide guidelines on properly attributing and citing sources, as well as obtaining necessary permissions when applicable.

- To encourage teachers to leverage technology for communication and collaboration with colleagues, administrators and parents.

- To discuss the approved channels for communication, such as email, online platforms, or designated messaging systems.

- To clarify that the college reserves the right to monitor the use of technology resources by teachers to ensure compliance with the ICT policy. Outline the potential consequences for violations or misuse of technology resources.

- To state that the ICT policy will be periodically reviewed and updated to address emerging technologies and evolving educational needs.
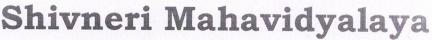
B. ICT policy for Administration

Developing an ICT policy for college administration is crucial in today's digital age. Such a policy can help streamline operations, improve efficiency, enhance communication, and ensure the security of information. Here are some key considerations and components to include in an ICT policy for college administration:

- Clearly define the purpose of the policy, such as improving administrative processes, enhancing communication, or ensuring data security. Specify the scope of the policy, including the departments and personnel it applies to.

- Identify the key personnel responsible for implementing and maintaining the ICT systems, such as IT staff, network administrators, or system administrators. Define the roles and responsibilities of each staff member involved in managing ICT resources and systems.

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- Outline guidelines for acceptable use of ICT resources, including computers, networks, software, and internet access. Specify prohibited activities, such as unauthorized software installations, accessing inappropriate websites, or engaging in illegal activities.

- Define guidelines for data management, including data storage, backup procedures, and data retention policies. Establish protocols for data security, including user access control, password policies, and encryption measures. Outline procedures for handling sensitive data, such as student records or financial information, in compliance with relevant data protection regulations.

- Specify the standards and protocols for the college network infrastructure, including hardware, software, and connectivity. Establish guidelines for network maintenance, including regular updates, security patches, and monitoring for potential vulnerabilities.

- Encourage the use of digital tools for communication and collaboration among college staff, such as email, instant messaging, or project management software. Provide guidelines for effective and secure use of these tools, including privacy considerations and protection against phishing or other cyber threats.

- Emphasize the importance of ongoing training for college staff to ensure their proficiency in using ICT resources. Establish procedures for providing technical support and assistance to staff members encountering ICT-related issues.

- Ensure compliance with relevant laws, regulations, and policies, such as data protection or copyright laws. Establish procedures for monitoring and auditing ICT systems to identify any potential security breaches, policy violations, or inefficiencies.

- Specify the frequency and process for reviewing and updating the ICT policy to adapt to changing technologies, emerging threats, or organizational needs.

PRINCIPAL

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