



## HERITAGE INSTITUTE OF TECHNOLOGY IT POLICY

### **WHY IT Policy Required: --**

Heritage Institute of Technology IT Policy sets the central policies that govern the responsible usage of all users of the Institute information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the Institute is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

This policy establishes Campus-wide strategies and responsibilities for protecting the confidentiality, of the information assets that are accessed, created, managed, and/or controlled by the Institute.

### **Applicability of IT Policy:-**

This IT Policy applies to all Heritage Institute of Technology faculty, admin staff and students and all others using the IT resources, whether personally or of Institute owned, which access, transmit or store various types of related information.

### **Intention of This Policy :-**

Each user of the Campus Information Resources must ensure that it is used for promoting the mission of the Institute towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

1. To ensure the integrity, reliability, availability, and superior performance of the Campus IT Systems
2. To ensure that the IT resources protects the official e-identity (allocated by the Institute) of an individual
3. To ensure that all the users of the Institute are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.



**Heritage Institute of Technology**  
(An Autonomous Institute under MAKAUT, WB)  
(An Initiative of Kalyan Bharti Trust)

Page 1 of 4

### **Resources USED :-**

Network Devices wired/ wireless  
Internet Access  
Official Websites, web applications  
Official Email services  
Data Storage  
Mobile/ Desktop / server computing facility  
Documentation facility (Printers/Scanners)

### **IT Equipment Installation Policy :-**

An individual in whose room the computer is installed and is primarily used by his/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

Computers purchased by the Institute should preferably be with 3-year on- site comprehensive warranty. After the expiry of warranty, computers would be maintained by System Department on call basis. Such maintenance should include OS re-installation hardware support and checking virus related problems also.

All the computers and peripherals should be connected to the electrical point strictly through Central UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

### **Prohibitions :-**

The users of the Institute shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including institute website, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the Institute and e-Library resources. The Institute shall stress upon the users to comply with Institute policies and legal obligations (including licenses and contracts).

The Institute shall strive to arrange for awareness programme to acquaint the users with the effective usage of IT resources.

Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

