



Information Technology Policy

St. Thomas College, Kozhencherry

Contents

Chapter I Information Technology Policy	1
I.1 Software Installation and Maintenance	1
I.2 Common Computer Facility (CCF)	1
I.3 English and Foreign Language Study Centre (Language Lab)	2
I.4 Digital Learning Resources	2
I.5 Email Account Usage	2
I.6 College website, content uploading and its maintenance	3
I.7 Computer Ethics and Etiquette	3
I.8 Account Termination process	3
I.9 Technical Staff	3
Chapter II LMS Policy	4

Chapter I Information Technology Policy

St.Thomas College consistently aims to ensure the legal and secure usage of IT resources of the institution. An IT policy was deduced:

- to improve the effective implementation of information technology to suit the emerging needs of the institution
- to develop a confidentiality of informational assets and
- to bring to effect appropriate usage of data/ infrastructural resources managed, accessed, created or controlled by the College.

The college has been emphasizing on adopting and applying state-of-the-art hardware and software technologies in augmenting academic and administrative endeavours. The informational assets comprise of data, computers, network devices, documents and intellectual properties. The appropriate usage includes effective security for users from misuse of assets and accounts.

I.1 Software Installation and Maintenance

- The Management aims to provide at least one internet-enabled digital device for ten students (1:10 ratio).
- The digital devices purchased should preferably have at least two-year warranty.
- There must be Annual Maintenance Contract (AMC) for each device.
- The devices in a department should be connected through LAN and a printing unit should be attached to each network. The devices and their peripherals shall be connected to the power plug points through UPS.
- The maintenance and upgradation of each device should be done, following scheduled intervals, under the supervision of a technician appointed by the Management.
- An asset register should be maintained for all the digital devices. A register has to be kept for all the maintenance done.
- All computers augmented by the institution must have a licensed software. The college always emphasises the maximum usage of Free and Open software.
- Users should create backups for all the vital data generated, received and stored.

I.2 Common Computer Facility (CCF)

- The college has a genial vision to ensure digital literacy among all its teaching and student community. A Common Computer Facility (CCF) has been set up by the Management to train first year UG/PG students, with an expert to lead the training.
- The CCF has permission to design independent courses as required for students, keeping abreast with the advancements in the area of digital technology.
- Digital courses supporting the existing academic programmes run by the institution, could be designed by teachers/students through CCF.

- CCF also can act as an incubation centre for the development of new tailor-made open softwares, and as a resource centre for the effective training of them.

I.3 English and Foreign Language Study Centre (Language Lab)

- Under the auspices of the Department of English the Language Lab functions to impart English and Foreign Language Learning
- Offline and Online learning is provided via internet based computers and language learning software purchased by the Management
- The centre will provide certificate courses in this regard.

I.4 Digital Learning Resources

- To cope up with the increasing pace of digitalization in the educational sector, the college aims to develop a digital platform for the transfer of knowledge.
- In order to attain the goal, we need to equip all the faculty members by providing e-learning resources and e-content development training.
- A committee for e-learning and blended learning shall be formed for the proper implementation of digital learning.
- INFLIBNET facilities should be provided for all the students and teachers for the benefit of nourishing research and project works.

I.5 Email Account Usage

- An email id, ending with '@stthomascollege.info', will be provided to all teaching staff (of all categories). This account will be terminated upon retirement/resignation/expiry of the contract.
- An email id, ending with '@stthomascollege.info', will be provided to all nonteaching staff (of all categories). This account will be terminated upon retirement/resignation/expiry of the contract.
- An email id, ending with '@stthomascollege.info', will be provided to all bonafide students of our college. This account will be terminated upon the issue of TC or their course completion, whichever is earlier.
- An email id, ending with '@stthomascollege.info', will be provided to all Research Scholars of our college. This account will be terminated upon the award of their research degree or upon the failure to submit half-yearly reports for two consecutive periods.
- An email id, ending with '@stthomascollege.info' maybe provided to clubs/forums/organizations etc. This account will be created upon proper application submitted to the Principal for its sanction.
- An email id, ending with '@stthomascollege.info' will be provided to all departments.
- Only the administrator of our Institutional Google Workspace accounts can edit the basic details given in the profile section of each user.
- The institutional email id provided to teaching staff, non-teaching staff and students must be used only for academic purposes and other purposes directly related to their teaching and learning in our college.

- It is the sole responsibility of the account holders of the institutional email ids to take regular backups of their data stored with their accounts. The college, in any way, will not be responsible for the loss of data, of any kind, stored with the institutional email ids. The college, in any way, will not be responsible for any associated issues too.
- It is the sole responsibility of the account holders of the institutional email ids to deal with, and settle any legal issues that arise in relation to the usage of their accounts. The college, in any way, will not be responsible for any type of illegal use of their accounts.
- The institutional email ids may be continuously monitored by the Principal of our college
- The privacy of data associated with the institutional email ids must be strictly maintained.
- All information regarding the institution shall be communicated through the institutional email address.
- The user should not share his/her password with others, and should refrain from intercepting or infringing the privacy of other users. Any such anomalous practices will be considered as violation of the college IT policy.
- Any violation of the rules might lead to termination of the account without any prior notice.
- The Principal shall authorise the Admin to work on his/her behalf.

I.6 College website, content uploading and its maintenance

- Official college website www.stthomascollege.info is created and maintained by an external host.
- The Principal and Staff Council has assigned an Administrator (Webmaster) for maintaining the contents in the official website.
- Associations and Teachers should send the information for posting to Webmaster for content verification and get it approved before posting it in the website.

I.7 Computer Ethics and Etiquette

- The users of IT infrastructure of this college should not attempt to override or break the security of the college computers or networks.
- Any of the services provided by the college should not be used for illegal or improper purposes.

I.8 Account Termination process

- Institutional Email accounts may be terminated or disabled with or without prior notice for inappropriate use of computers and networks.

I.9 Technical Staff

- A technical staff is highly recommended for the proper and smooth functioning of these parameters.

Chapter II LMS Policy

- Moodle-based digital Learning Management System(Moodle LMS), under the 'DigiCol' project, is to be used for all sorts of online teaching in our college.
- Our Moodle-based digital Learning Management System(Moodle LMS) can be accessed using the link: https://www.duk.ac.in/digital_stk. Moodle App is available for student users.
- A username and password for accessing the Moodle LMS will be provided to all our teachers and students. These login credentials must be kept secret. Users can log in to the Moodle LMS using their institutional mail id also. This can be achieved by using the 'Login using your account on Google' option on the front page of the Moodle LMS. The username for all users will be their institutional mail id. Initial passwords will be provided to all the users by the nodal officers/administrators of the Moodle LMS.
- Only a nodal officer/administrator of the Moodle LMS can edit the basic details given in the profile section of each user. But a user can change his/her password anytime.
- The principal of the college has the right to terminate any account at any time, without any prior notice.
- Individual classrooms will be created in the Moodle LMS for each 'paper-teacher' combination of each semester. Teachers and students will be enrolled in their respective classrooms. This will be done before the commencement of each semester, except the first semester, in all courses.
- Only a nodal officer/administrator of the Moodle LMS can create a classroom, edit the classroom details and enroll any user as a teacher/student.
- A classroom in the Moodle LMS is the full responsibility of the teacher concerned. Teachers concerned must ensure that their students are correctly enrolled in their classroom.
- It is the responsibility of the students to ensure that they are enrolled in all the classrooms of that particular semester.
- The classrooms and student accounts in the Moodle LMS will be maintained, as such, for one more year after the completion of the entire course. After that, the full content and student accounts will be deleted from the Moodle LMS.
- The institutional mail id ending with '@stthomascollege.info' must be used by all our teachers and students for participating in online classes.
- 'Google Meet for Moodle', available on our Moodle Platform must be used for conducting live classes. These meetings must be launched only using the institutional mail ids of concerned teachers. Students must join these meetings by using their institutional mail ids only.
- Moodle LMS must be used for academic purposes only. Only academic content must be communicated through the Moodle LMS.
- Our Moodle LMS is monitored by the Principal of the College and by the Nodal Officers/Administrators of the Moodle LMS on behalf of the Principal of the College.
- Any communication made by the users from the Moodle LMS will be hosted/ communicated by the account digicol.moodle@stthomascollege.info.
- It is the sole responsibility of the users to take regular backups of their data stored in the Moodle LMS. The college, in any way, will not be responsible for the loss of data, of any kind, stored with the Moodle LMS. The college, in any way, will not be responsible for any associated issues too.

-
- It is the sole responsibility of the users to deal with, and settle any legal issues that arise in relation to the usage of their accounts. The college, in any way, will not be responsible for any type of illegal use of their accounts.
 - Any violation of the rules might lead to the termination of accounts without any prior notice.