Information Communication and Technology Policy

Preamble

The use of ICT to provide support to the teaching and learning process has become an ingrained activity in educational institutions. A major benefit of ICT for teachers is that they can make their classroom teaching more effective by making its judicious use. The students are also benefited due to possibilities for interaction beyond the classroom through ICT. ICT-enabled teaching-learning encompasses a variety of techniques, tools, contents and resources aimed at improving the quality and efficiency of the teaching-learning process. Teachers in the higher education system today can use a variety of media and technologies inside and outside the classroom to make their teaching effective. ICT is used by teachers to catalyze the transformation of information into student learning. While using Internet-related resources in the classroom, every care may be taken to address the appropriateness of the content and avoid inappropriate content therein.

We at J.H. Govt. P.G. College, Betul, realising the critical role of Information and Communication Technology (ICT) in higher education, are committed to the application of ICT for enhancing administrative efficiency and optimising learning experiences. The college ICT Policy states that:

▪ Access, economy, efficiency, effectiveness, relevance, transparency, privacy, accountability, sustainability, learner-centred, pedagogically driven and quality assurance shall be the guiding principles of the ICT Policy.

▪ The ICT applications cover the areas like system management, research, teaching and learning, student evaluation, support services, community engagement, student data management, human resource development networking and quality assurance.

▪ As an ongoing process, ICT applications shall take note of the rapid pace of technology changes.

- ICT policy management shall be integrated with the overall institutional development plan of the College.

- ICT system management must ensure integrity, security and legitimate applications of ICT.

- Use ICT effectively for building national and international networks to ensure innovative changes in providing quality education.

- The College shall take appropriate measures for the capacity building of academic, administrative and professional staff to effectively use ICT in all College operations.

Objectives of ICT Policy

- Make the college more accessible to the present and prospective stakeholders and empower them through enhanced access to information and quality services while improving governance through the use of ICT.

- Facilitate effective communication for learning enrichment and student engagement.

- Develop international linkages to facilitate participation in national, regional and international networks strengthening teaching, learning and research in the College.

- Create employment opportunities for the youth and improve their employability through ICT-based educational initiatives and industry-focused curricula to help them participate in the ICT revolution, derive economic benefits and eventually become self-reliant.

- Promote and strengthen new Information Technology Enabled Services (ITES) / Information Technology (IT) destinations across the College by assisting in setting up quality IT infrastructure.

- Use appropriate technological systems to improve communication and interaction between the College office and its Constituent Institutions.

Scope

This policy applies to people, referred to as 'users' using ICT resources provided by the College, including but not limited to;

▪ students enrolled at various constituent units of the college

▪ staff (teaching and non-teaching) employed by the college

▪ temporary, casual or agency staff working for or on behalf of the college

▪ contractors, consultants and suppliers working for or on behalf of the college

▪ visitors to the college

Resources Covered under Policy

This policy applies to ICT resources and systems made available to the users by or on behalf of the college, including but not limited to; ▪ personal computers, laptops and terminals ▪ peripherals such as printers, copiers, scanners and multimedia devices

▪ mobile devices such as smartphones and tablets

▪ networks with wired, wireless, dialup and/or internet connections

▪ internet services such as world-wide-web, blogs and wikis

▪ e-mail and other messaging, social networking or collaboration services such as blogs, chats and forums

▪ system and application software, services and databases ▪ Removable media such as CDs, DVDs and USB drives

Guiding Principles

An ICT Application is an ICT resource (hardware, software, or a digital resource) provided to a user by the University. The University and its ICT Center, while providing an ICT Application or taking decisions regarding the ICT related activities, will be guided by the following principles:

- Access: Provide unrestricted access to teaching, learning and research information to its stakeholders using ICT and also access to University services to stakeholders through ICT.

- Economy: Application of ICT to improve the economy in the practice of the University. The University will use ICT to reduce operation costs and improve teaching, learning and research quality.

- Efficiency and Effectiveness: Use ICT to increase the University's efficiency in the delivery of services and improve effectiveness in achieving the expected results of the University. ▪ Relevance: Improve the relevance of the learning experiences of the students at the University and continuously use and adopt relevant ICT for the University.

- Transparency: Use ICT to foster openness in University system management and delivery of services to the stakeholders.

- Privacy: Use of ICT within the University to protect individual privacy as per the applicable law.

- Accountability: ICT application in the University shall improve accountability of the system for its operation.

- Sustainability: Reduce the costs of ICT-related energy consumption as well as promote the sustainability of ICT solutions and sustainability through the application of ICT.

- Learner-centred: Provide ICT tools that empower the students and enable them to be responsible for their learning.

- Pedagogy Driven: Develop ICT resources that would support subject and course-specific pedagogical innovations and create new learning experiences in classroom practices.

- Quality Assurance: Integrate quality assurance strategies and their continuous development into ICT processes and services.

Application of ICT

Teaching and learning:

The University may undertake a range of activities to support teaching and learning through the use of ICT, but not limited to the following:

- Facilitate teachers to engage in the selection and critical evaluation of digital content and resources (from Massive Open Online Courses - MOOCs, NPTEL etc.) to embed their teaching-learning process.

- Encourage teachers to contextualise open educational resources available on the Internet for the students of the University.

- Encourage teachers to develop digital learning resources of their own. Facilitate teachers to collaborate and undertake projects to develop high-quality digital learning materials for the students. The digital resources may include documents, presentations, animations, audio recordings and video clips. University needs to setup a media wing to help teachers professionally in this endeavour.

- Create an appropriate online learning space through Learning Management System (LMS) to share the learning modules created by the teachers. Through LMS, students will have authorised access to relevant modules.

- Provide recorded sessions across the campuses through podcasts (for audio sessions) and webcasts (for video sessions).

- Facilitate synchronous (e.g. chatting) and asynchronous (e.g. e-mail and forum) communication channels between teacher and student for off-campus academic discussion.

- Facilitate synchronous and asynchronous communication channels amongst students for peer learning.

- Provide real-time sessions across the campuses through webinars and virtual classrooms.

- Allow online completion of academic activities and submission of assignments, progress reports etc., in off-campus scenarios such as internships and fieldwork.

- Organize training on the effective use of ICT for teaching and learning for every teacher. Such training may be organized within the University, or faculty members may be deputed to attend external workshops.

- Provide training on the effective use of ICT and social media in the University to the students.

Student support:

A support mechanism helps the students to excel and achieve their full potential. The traditional student support systems need to be supplemented with ICT to increase their scalability and availability. The University may undertake a range of activities to support students through the use of ICT, but not limited to the following:

- Online support is required to drive University's centralized training and placement activity. It should integrate placement-related services at the University level while providing institute-level programme-specific services to students through the activities such as Placement training, Placement related activities and management of students' portfolios.

- Continuous strategic contacts can be maintained with alumni through the use of ICT. An exhaustive alumni database needs to be prepared and made available to all the constituent institutions for use.

- Use ICT to provide various supplementary skills to students, including soft skills and personality development. A blended learning approach can be adapted to facilitate online learning of such skills.

- Facilitate the data mining on learning analytics for student support. ▪ Use ICT to provide required information regarding hostel accommodation and to handle related complaints and feedback.

- ICT can be used to encourage students to actively participate in extracurricular activities. Individual student participation in these events can be recorded and made a part of their portfolios.

Administration

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ICT Code of Conduct – (Staff members)

This policy consolidates the various responsibilities of Staff under Data Protection Legislation, Data Protection Policy and email policies as set out in the college. This document sets out policies for communication with students and parents via electronic means, including the College SharePoint, social networking sites and text messaging. The policy has been designed to protect the Staff members from allegations of impropriety, and it is therefore very important that these provisions are adhered to.

Staff members must not communicate, as part of their professional duties, with students or parents via social networking sites such as Facebook, etc.

- Staff members must not disclose any personal data that they may have access to or have, as part of their professional duties, to any 3rd parties without express permission from the Principal.

- Staff members must not disclose their usernames 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 student's 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 at all times.

- Staff members are encouraged to read their e-mail regularly – 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 emails. 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.

ICT Code of Conduct (Students)

- I will only use the computers with my own name and password. I will keep my password secret.

- I will only use the college network for purposes allowed by the college.

- I will only use my personal devices to support my learning and not for other uses during class hours.

- I will make sure that my personal devices are protected from unauthorised access and try to protect myself from hacking and computer viruses.

- I will only send and read email messages and attachments to people I know or my teachers or parents have approved or as part of my studies.

- I will make sure my emails messages and postings to social networks are polite and responsible.

- I will not give anyone personal information, photographs or video footage over the internet or phone unless as part of lessons.

- I will tell a member of staff, if anyone sends me unpleasant or offensive messages or pictures over the internet.

- I understand that the college may check my files and may check up on the internet sites I visit.

- I will not copy other's work from the internet and pretend that it is my own.

- I will not use DVDs, pen drives and/or SD cards to add or remove programs from machines.

- I will not take photographs or video footage of other students or members of Staff members without permission and any photographs or video footage I do take must only be used in college and not given to anyone else.

- If given permission, I will use the social media sites in accordance with the Social Media Code of Conduct.