ICT POLICY

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NCERT

REGIONAL INSTITUTE OF EDUCATION

(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING)

BHUBANESWAR, ODISHA – 751022

ICT POLICY

Preamble

The Regional Institute of Education (RIE), Bhubaneswar is a constituent of the National Council of Educational Research and Training (NCERT) under the MoE, Govt. of India. The institute has Computer Application Centre with three laboratories, one ET cell and one ICT studio. Besides this, all offices, sections and faculty members are provided computer/ laptop for doing official work. The main building, hostels, DM School and guest houses have wi-fi network and LAN connections. All the students and faculty members are access to network facilities for their teaching, learning and professional activities. The goal of the ICT policy is to provide adequate, safe and secure network connections for students and teachers to maximize learning.

Policy Goals

- To foster an atmosphere that will allow for the growth of an ICT enabled campus and ICT savvy community.
- To foster an atmosphere of cooperation, sharing, and collaboration that will encourage people to use ICT in education to its fullest potential and reap the greatest rewards.
- To provide equal, open, and free access for all students and teachers to cutting-edge ICT and ICT enabled tools and materials.
- To encourage students and faculty for the creation of high-quality contextual material in school and teacher education.
- To encourage the growth of professional networks among educators, resource persons, and institutions of higher learning in order to spur and support the sharing of resources, professional development, and ongoing education of educators.
- To facilitate the academic advising, counselling, and guidance of students; and the networking, resource sharing, and administrators in the institute.
- To encourage study, assessment, and experimentation with ICT tools and ICT-enabled activities in order to educate, direct, and use ICT's potential in the classroom.

- To educate all students and teachers in the area of cyber security and safe ICT applications and tools.
- To encourage students and teachers for developing critical knowledge of ICT, including its advantages, risks, and constraints.

ICT Management Committee (IMC)

The institute have a ICT management committee consisting of following members to procure, maintain and distribute ICT related devices and applications among the students and teachers.

- I/c, Computer Application Centre
- Nodal Officer, ICT Studio
- Administrative officer
- Accounts officer
- Asst. Store officer

Action Plan

ICT Procurement and Maintenance Policy

- ICT Management Committee (IMC) is responsible to define, review, revise, approve & circulate/publish on website the procurement policy for the ICT equipment once in every year.
- All users/user departments must adhere to the policy guidelines published by the ICT Management Committee.
- All users / user departments must take prior approval of ICT Management Committee for requirement and specifications of the ICT equipment they wish to procure.
- The committee should meet once every month before the purchase committee meet.
- The committee shall strive to standardize the terms & conditions as well as the process for the procurement of ICT equipment and software in line with the ICT Policy and guidelines of the state and central government.
- It must perform the vendor evaluation and registration process every two years to identify & register the vendors for the general purpose ICT equipments and circulate the same to all user departments.

- The procurement process should also be in accordance with accounting & auditing provisions and guidelines of NCERT, state and central governments.
- Bulk procurement by combining the requirements of similar equipment should be encouraged to achieve optimum cost benefits. Procurement of equipment / software from Original Equipment Manufacturer (OEM) vendor is preferred.
- On procurement & installation of any new ICT device/equipment, user department must allocate a unique stock number (Identification Number) in the Stock Register. The same number must be written on the front side of the device/equipment, which can be used for physical verification. The same must be appropriately updated while transferring out or disposing/writing off such assets.
- After the completion of the warranty period, user department may implement the Annual Maintenance Contract (AMC) for the device/equipment depending on the criticality of its usage, with the approval of the ICT Management Committee & following the standard procedure laid down by the institute/NCERT from time to time.
- The ICT Management committee shall define, review, revise, approve and circulate/publish the guidelines & procedure for up-gradation of outdated ICT devices/equipment/components or to improve the performance of existing ICT devices/equipment/components and software.
- Necessary budget provisions must be made by the Institute for the maintenance of its ICT equipment and software.
- Maintenance of active & passive network components is very important for the health and performance of any network. Routers, Power Over Ethernet (POE) switches are costly components and need to be taken care of well. Only manageable switches and components including Access Points (AP) should be used. Proxy Servers and Dynamic Host Configuration Protocol (DHCP) servers shall be configured and maintained by the ICT studio only.
- Use of open proxy servers or any other mechanism to bypass the defined security configurations at any level without prior permission from the ICT Management Committee under intimation to ICT studio shall be treated as breach of policy and dealt with strictly. Any user department wishing to use live Internet Protocol (IP) addresses for its

applications shall have to take written permission from ICT Management Committee receiving on which ICT studio shall allocate live IPs in writing to the user department.

- ICT studio shall maintain their cords of all live IP addresses. ICT studio shall be given separate budgetary provisions for network maintenance.
- Wired and wireless networks shall be kept separate for more efficient network management.
- User departments must cooperate in providing necessary space and power supply for installation of network components/devices at technically appropriate place defined by ICT studio in their premises.
- ICT studio will evaluate, procure and deploy and appropriate Network Management Software Application to ensure its uptime, security, efficiency and effectiveness.

ICT Usage, Security and Backup Policy

- All users are expected to make use of the ICT resources accessible to them with sensibility and awareness.
- The RIE-Intranet and Internet access will not be used for commercial activity, personal advertisement, solicitations, or promotions, such as hosting or providing links of commercial websites or email broadcasts of commercial promotions to the users.
- Any part/component of the ICT infrastructure of the Institute shall not be misused for Anti-Institutional, Anti-State or Anti-Government activities. The ICT Management Committee will be authorized to undertake appropriate measures to ensure maintenance of such discipline and initiate suitable actions for prevention of such undesirable activities.
- Non-RIE organizations (such as commercial outlets operating on the RIE campus, SBI, India Post etc.) will not be connected to the RIE-Intranet, and cannot be a part of the RIE domain space.
- The downloading of audio and video files is to be done strictly for official purposes.
- Each user must preserve & maintain the confidentiality of the password used by him/her. No user must try to access the ICT resources using other user's password, either knowingly or otherwise.
- Access to sites that are banned under law or that are offensive or obscene is prohibited. This is also an offence under the Indian IT Act 2000 and attracts severe punishment.

- Use of the network to tamper with information on other computers, to deliberately spread harmful/pirated programs, compromise other systems, or to cause damage of any kind using the intranet/internet is prohibited, and is an offence under the Indian IT Act 2000. The user is liable for any civil losses caused, in addition to criminal prosecution under the Indian IT Act 2000.
- Users with selected privileges will be allowed access to Intranet Application Software of the institute. For example, only staff of the academic and examination section in the head office and faculty shall be given role based access to add/modify/delete relevant data.
- Every Application Software deployed in the institute, whether developed in-house or through outsourcing or readymade or cloud based, shall have one administrator user designated by the Institute. It is the responsibility of the administrator user to manage user access rights. However, non-IT administrators must take guidance and assistance of the Computer Application Centre (CAC) in resolving technical issues of the software.
- Access of non-academic websites, download of music/movies and non-academic videos etc. are restricted for all users.
- Faster access to e-journals subscribed through different academic consortia, National Digital Library & other such projects should be ensured for all students and teachers.
- The Computer Application Center (CAC) is responsible for installation and maintenance of proper Anti-virus or Internet/Endpoint Security/Protection Software or any other security software as prescribed by the ICT Management Committee.
- In case of detection of any issues in the security, the compromised computer/equipment must be disconnected from the RIE-Intranet failing which ICT Studio shall disable the respective network connection.
- Strict action may be taken by the ICT Management Committee against users who deliberately prevent installation of such security software OR disable such software OR prevent them from running.
- The user department where the ICT equipment is installed and used, either temporarily or permanently is responsible for the physical security of it.
- It is responsible for allowing the physical access to the ICT resources only to authorized users.

- It is also responsible to ensure proper power supply with effective grounding (earthing), proper furniture as well as cleanliness of the equipment and environment including air-conditioning machines.
- Users of a user department can access the network via desktop/laptop computers on the campus network. Users are responsible and accountable for the usage of the systems allocated to them.
- If a user department wishes to set up its own internet access facility, then it must completely adhere to the provisions of ICT policy of the institution.
- Every user and user department should manage & maintain backup of data stored on the computers under their control based on its level of criticality. The backup of server data must be maintained on designated desktop computers by increasing its storage capacity, on regular basis to prevent any data loss in certain incidents.
- Backup of official data on laptops, external hard drives or any other mobile/removable media should be discouraged.
- Backup or temporary storage of official data on free public cloud storage facilities like Drobox, Google Drive, OneDrive etc. is unsafe and prohibited by the users/ departments.
- ICT studio should provide centralized storage facility for all user departments to store backup of their official data only on RIE-intranet. No access to this backup shall be allowed from internet outside the campus.
- A backup of Critical / Confidential Information shall be stored in the local Hard Disk as well as on removable media which may be stored in fire-proof/water-proof safes at different locations to protect critical data from manmade or natural calamities

(Bikram Sarangi) (R. Mohalik)

Principal

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