2.7 Policy for Faculty Information Technology Usage

				Content
		2.7.1	Name of the policy	
		2.7.2	Introduction	
		2.7.3	Principles of the policy	
		2.7.4	Policy statement	
		2.7.5	Objectives of the policy	
		2.7.6	IT management policy	
		2.7.7	Policy on IT in Teaching, Learning, Examination and evaluation	
		2.7.8	Policy on IT in Faculty Network	
		2.7.9	IT Resources Development and Usage	
		2.7.10	Common Data Services	
		2.7.11	Electronic Mail Services (E-mail)	
		2.7.12	Policy on IT in Website and Facebook Page	
		2.7.13	Enforcement	
		2.7.14	Abbreviations	
2.7.1	This policy shall be named the "policy for information technology usage" at the Faculty of Social Sciences and Humanities of the Rajarata University of Sri Lanka and it shall be abbreviated as the IT Usage Policy/FSSH/RUSL.			Name of the policy
2.7.2.	The IT usage policy document establishes specific requirements for the use of all IT resources at the Faculty of Social Sciences and Humanities. The policy applies to all faculty computer resources, users, and persons who manage the computer resources of the faculty. Individuals covered by the policy include the faculty staff members, students, departments, administrative offices, faculty labs, outside resource persons who access the faculty IT resources, and any other entity which falls under the FSSH accessing network services via FSSH's computing facilities. All users who use these resources must adhere to specific policies and guidelines governing their use, and act responsibly while using shared computers and network resources. Users are expected to use IT facilities appropriately and responsibly in accordance with this policy.			Introduction

	Anyone who abuses the privileges of the IT resources by promoting and abusing or misusing or allowing unauthorized users to access for personal and professional purposes is subject to disciplinary and/or sanctions and/or legal action.		
2.7.3	01. Faculty makes necessary actions to improve both the efficiency and effectiveness of educational, administrative, and management operations, processes, and services through the promotion and implementation of integrated IT services and facilities. 02. Faculty promotes office computing in all academic and administrative departments in the faculty. 03. Violation of IT usage policies, and inappropriate and criminal activities committed using the university IT infrastructures shall be investigated, and appropriate disciplinary actions and imposed according to the university By-laws and relevant laws of the country.	**Principles of the policy**	
2.7.4	The Faculty of Social Sciences and Humanities provides IT resources to support the academic, research, and administrative activities for fulfilling the faculty vision and mission. These resources are privileged to access and process the information-related tasks and it helps to be well informed and carry out the functions in an ethical, efficient, effective, and confidential manner.	**Policy statement**	
2.7.5	The key objectives of the IT usage policy of the faculty shall be: 01. to provide IT facilities to every member of the faculty community. 02. to provide efficient IT-related services for academic staff members, students, and administrative members of the faculty. 03. to develop and design IT-related services to cater to student needs in teaching, learning, evaluation, and graduation. 04. to maintain confidentiality, security, integrity, and availability of information, especially data relating to	**Objectives of the policy**	

		examinations and administration.	
2.7.6		A backup system shall be installed to archive confidential data. The Faculty IT usage policy is aligning with the main University IT policy.	**IT management policy**
2.7.7	01.	To the maximum extent possible, all teaching materials shall be uploaded to the LMS.	**Policy on IT usage in Teaching, Learning, Examination, and evaluation**
	02.	The Faculty shall maintain the LMS for undergraduate studies on the university LMS.	
	03.	All approved examination results should be uploaded to the faculty LMS or faculty website.	
	04.	Databases containing exam results should not be connected to the university network.	
	05.	The "Faculty Examination Branch" should provide a facility to securely administer the processing of examination results which includes entering, publishing, and storing results confidently.	
	06.	All software installed in faculty computers shall be licensed or open source.	
2.7.8	01.	The faculty has two network accounts to access both wired and wireless networks for students and staff members of the faculty.	**Policy on IT usage in Faculty Network**
	02.	Users who wish to connect their own computers to the network, should ensure that it is configured to use TCP/IP protocol with an IP address automatically assigned by the Computer Centre and that the computer is protected with up-to-date anti-virus software.	
	03.	Users must apply the latest software security patches and service packs to their computers to prevent network intrusions or attacks.	
	04.	Users should not store highly confidential documents in the computers connected to the faculty network.	
	05.	All Wi-Fi access points will be authorized by the university computer center. Users should not connect Wi-Fi access points without secure login access to the university computer	

		network system.	
2.7.09		IT Resources Development and Usage	
2.7.10	01.	Common University IT Network Services (physical and wireless) should maintain with compromising the network infrastructure (servers, routers, switches, wiring, etc.) and communication protocols should be running as necessary.	**Common Data Services**
	02.	User-level Data Communication Services such as email, access to the Internet, and Internet/Intranet Services should run properly.	
	03.	All computing devices assigned to staff members and laboratories should be used for academic and official purposes only.	
	04.	The faculty should maintain a student database containing students' details and students' examination results.	
2.7.11	01.	All staff members of FSSH should maintain and regularly use an official email address provided by the Rajarata University of Sri Lanka with the domain "ssh.rjt.ac.lk".	**Electronic Mail Services (E-mail)**
	02.	The purpose of this policy is to ensure the FSSH –RUSL's electronic messaging services are used in an appropriate and responsible manner.	
		This is applicable to:	
		01. Dean of the faculty	
		02. All Heads of the Departments	
		03. Senior Assistant Registrar	
		04. All academic staff members (Contract Basis, Temporary, Probationary, Permanent and Visiting)	
		05. All undergraduates and	
		06. For Special Events – Request should be made through the relevant Head of the Department to the Dean of the Faculty and approved.	

	03. Electronic messaging users should act in a professional and ethical manner. Users should be:
	
	    01. maintained professional ethics and guidelines in electronic communication
	    02. not transmitted abusive or defamatory messages
	    03. Should not interfere with other users of e-mail services, such as, interventions include the transmission of e-mail chain letters, widespread distribution of unsolicited e-mail, junk mail, pyramid mail, and the repeated sending of the same message.
	04. User's access to electronic messaging services (E-mail) should be withdrawn:
	
	    01. upon instruction by a Dean of a Faculty or Vice-Chancellor
	    02. when a staff member, in a case of termination or end of the service period
	    03. when a student ceases to be eligible as a result of a change of enrolment status. (changes the university, withdraw the student registration)
	    04. in any case, violation of IT policies, inappropriate and criminal activities committed using the university IT services and after graduation.	

2.7.12	01. FSSH's official web address is http://ssh.rjt.ac.lk 02. All departments/branches should have a link on the FSSH website. 03. All content on the website should reflect the vision and mission of the FSSH. 04. Content that is obscene, misleading, or offensive to any ethnic group, gender, accepted religion, culture, or tradition of Sri Lanka will not be included on the FSSH website. 05. Official documents will be available on the website such as circulars, notices, forms, etc. 06. Only official email addresses provided by FSSH will be	**Policy on IT usage in Website and Facebook Page**

		displayed on staff contact details	
		07. In the Faculty website, the department's contents should be managed by the respective departments (All the departments should nominate a representative for this purpose in the faculty board.)	
		08. Faculty's official Facebook page is "Faculty of Social Sciences and Humanities – RUSL"	
		09. The Facebook page should manage by the appointed team. The contents should be sent to the faculty-appointed media team through the email: fsshrusl@gmail.com	
2.7.13		01. Violations of IT usage policies may result in appropriate disciplinary measures in accordance with the law of the country as well as regulations and policies of the university. 02. The FSSH may temporarily remove or block any system, device, or person from the faculty network that is reasonably suspected of violating this Information Technology Policy to protect the network and information technology resources.	Enforcement
2.7.14		FSSH: Faculty of Social Sciences and Humanities IT: Information Technology IP: Internet Protocol LMS: Learning Management System RUSL: Rajaratata University of Sri Lanka TCP: Transmission Control Protocol	Abbreviations