

IT POLICY

Description:

This policy is known as IT policy of East Point College of Pharmacy involves establishing guidelines and protocols to ensure the proper and secure use of information technology resources within the institution.

Purpose and Scope:

- Define the purpose of the IT policy, emphasizing the importance of information technology in supporting the academic, administrative, and research functions of the EPCP.
- Clearly state the scope of the policy, including its applicability to all students, faculty, staff, and any other individuals granted access to the college's IT resources.

Objective:

The utilization of Information Technology (IT) resources by every user must align with the college's mission and vision, primarily for activities such as teaching, learning, administration, accounts, and research, among others, as deemed necessary. The principal objectives related to this endeavor include:

- Ensuring that all users within the institution uphold responsibility for adhering to the established procedures outlined in this Policy document, as well as any additional regulations pertinent to these guidelines.
- Safeguarding the integrity, reliability, availability, and optimal performance of the institution's IT Systems, thereby facilitating seamless operations across various functions.
- Guaranteeing the security and confidentiality of individuals' official e-identities associated with the institution, protecting them from unauthorized access or misuse.

Security:

- The utilization of institute IT resources must align with the college's mission and vision, and personal use should adhere to policy guidelines to prevent misuse.
- Users are required to refrain from unauthorized access to ensure secure access to IT resources.
- Regular updates of anti-virus software and security patches are essential to safeguard computing resources.



Principal

Date of Approval:

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