



ICT Policy

This policy establishes the guidelines and principles governing the utilization of Information and Communication Technology (ICT) resources at Jamia Nadwiyya Women's Arabic College. It applies to students, faculty, staff, and all individuals accessing ICT resources provided by the college. The aim of this policy is to ensure comprehensive and effective use of ICT facilities across the campus for all stakeholders.

1. Acceptable Use

- **Responsible Use:** Users must utilize ICT resources responsibly, respecting the rights of others and complying with all applicable laws and regulations.
- **Prohibited Activities:** Unauthorized access, distribution of malicious software, harassment, and any other illegal or unethical activities are strictly prohibited.

2. Security and Privacy

- **Data Protection:** Users are required to safeguard sensitive data and adhere to privacy laws.
- **Password Security:** Users are responsible for maintaining the confidentiality of their passwords and must not share them with others.

3. Network Usage


- **Bandwidth Management:** Users should avoid activities that may cause network congestion or degrade network performance.
- **Network Security:** All devices connected to the college network must have updated security software to prevent unauthorized access and malware.

4. Educational Use

- **Academic Integrity:** ICT resources are to be used for educational purposes, and users must uphold academic integrity in all online activities.
- **Digital Literacy:** The college will provide resources and training to enhance digital literacy skills among students and staff.

5. IT Resource Allocation

- **Fair Usage:** IT resources, including computer labs and software licenses, will be allocated equitably among academic departments.
- **Prioritization:** Priority for IT resources will be given to academic and administrative functions over personal or non-academic activities.



Principal
JAW Arabic College
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6. Compliance and Enforcement

- **Compliance:** Failure to comply with this policy may result in disciplinary measures, including suspension or termination of ICT privileges.
- **Reporting Violations:** Users are encouraged to report any suspected policy violations to the college IT department.

7. Policy Review

- **Regular Review:** This policy will undergo annual review to ensure its effectiveness and relevance in the evolving ICT landscape.
- **Updates:** Changes to the policy will be communicated to all users, and feedback will be considered during the review process.

This ICT policy serves as a framework to promote responsible and ethical use of technology within Jamia Nadwiyya Women's Arabic College. All members of the college community are expected to familiarize themselves with and adhere to this policy.

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