



## **SRIVALI ANUSHASANAM: Policy on Misuse of Technology / Equipment by Students and Staff**

### **1. Purpose and Scope:**

This policy outlines the guidelines and procedures to prevent the misuse of technology and equipment by both students and staff at [Name of Institution] herein after called “Institution”. It aims to ensure responsible and ethical use of technological resources while fostering a safe and conducive learning environment.

### **2. Definitions:**

**Technology/Equipment:** Refers to any electronic devices, software, hardware, networks, and other resources provided by the [Name of Institution] for educational and administrative purposes.

**Misuse:** In the context of this policy, misuse refers to any unauthorized or inappropriate use of technology and equipment that violates Institution rules, compromises security, privacy, or disrupts the learning environment.

### **3. Responsible Use:**

All students and staff members must use Institution-provided technology and equipment for educational and professional purposes only i.e., as pertinent to the functioning of educational institutions.

Responsible use includes adhering to all applicable laws, regulations, and Institution’s policies.

Students and staff should prioritize learning and productivity over personal entertainment while using Institution’s technology and equipment.

### **4. Prohibited Activities:**

The following activities are strictly prohibited:

- Accessing, creating, or sharing inappropriate, offensive, or illegal content.
- Engaging in cyberbullying, harassment, hacking, or any form of online misconduct.
- Unauthorized access to Institution’s systems, networks, or accounts.
- Intentionally introducing viruses, malware, or other malicious software.
- Sharing sensitive personal information or confidential Institution data without proper authorization.
- Using Institution’s technology and equipment for personal financial gain or commercial activities.



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- Using Institution's technology and equipment for personal entertainment.

### **5. Reporting Misuse:**

Students and staff members are encouraged to promptly report any instances of technology or equipment misuse to **the Online Safety Coordinator of the Institution** or the designated Institution's authorities.

Reports can be made anonymously if desired, and there will be no reprisals for making legitimate reports.

### **6. Consequences of Misuse:**

Misuse of technology and equipment will result in disciplinary actions, which may include, but are not limited to, warnings, loss of technology privileges, parental involvement, suspension, expulsion, dismissal, and legal actions as deemed necessary.

### **7. Education and Training:**

The Institution will provide orientation and ongoing education to students and staff on responsible technology use, cybersecurity, and the potential risks associated with misuse.

Regular training sessions will be conducted to ensure that all members of the Institution community are aware of this policy and its implications.

### **8. Privacy and Data Security:**

Students and staff must respect the privacy of others and refrain from accessing or sharing personal information without permission.

All Institution-related data must be handled in accordance with relevant data protection laws and Institution's policies.

### **9. Monitoring and Enforcement:**

The Institution reserves the right to monitor technology and equipment usage to ensure compliance with this policy.

In cases of suspected misuse, appropriate actions will be taken after due investigation.

### **10. Policy Review:**



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This policy will be reviewed periodically to ensure its relevance and effectiveness in addressing the evolving technological landscape.

By adhering to this policy, both students and staff members contribute to maintaining a secure and positive learning environment that fosters responsible and ethical use of technology and equipment at [Institution Name].

Date of Implementation: [Insert Date]

Policy Review Date: [Insert Review Date]

[Signature of Institution's Authority]

[Date]

[Signature of Online Safety Coordinator/Designated Official]

[Date]