



LBC ICT POLICY

(2024)

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1. Introduction

Lakatoi Business College (LBC) acknowledges the critical importance of Information and Communication Technology (ICT) in delivering contemporary, high-quality education. The ICT Policy is designed to establish clear guidelines and procedures for the efficient, effective, and secure use of ICT resources within the college community. This policy aims to support and enhance the teaching, learning, administrative, and research activities at LBC by ensuring that all ICT resources are utilized responsibly and sustainably.

2. Purpose

The purpose of this policy is to:

- Ensure the efficient and secure use of ICT resources.
- Define guidelines for online class implementation.
- Establish protocols for hardware and software procurement.
- Safeguard data privacy and security.
- Promote sustainability through paperless initiatives.
- Regulate computer laboratory usage.

3. Scope

This policy applies to all faculty, staff, students, and any other individuals utilizing LBC's ICT resources. It encompasses all devices, systems, networks, applications, and computer laboratories owned or provided by the college.

4. Policy Statements

4.1 Online Class Implementation

- LBC is committed to providing high-quality education through online platforms. Faculty members are encouraged to utilize appropriate Learning Management Systems (LMS) and video conferencing tools for virtual classes.

- Online classes must adhere to the college's academic standards and guidelines, ensuring equivalent educational outcomes to traditional in-person classes.
- Faculty members must ensure accessibility for all students, accommodating individuals with disabilities as per the college's accessibility policy.
- Students are required to attend online classes punctually and participate actively, adhering to established codes of conduct and etiquette.

4.2 Users

- Users of LBC's IT resources are expected to comply with this policy and exercise responsible and ethical behavior.
- Users must not engage in activities that could harm the college's reputation, violate laws or regulations, or compromise the security of IT resources.

4.3 Hardware and Software Procurement

- All hardware and software procurement must be conducted through authorized channels, following the college's procurement policies and procedures.
- Prior to procurement, thorough evaluations of hardware and software must be performed to ensure compatibility, functionality, and cost-effectiveness.
- All procured hardware and software must comply with relevant licensing agreements and intellectual property laws.

4.4 Data Privacy

- LBC is committed to protecting the privacy and security of personal and sensitive data in accordance with applicable laws and regulations.
- Personal data collected for academic, administrative, or research purposes must be handled securely and confidentially, and access must be restricted to authorized individuals.
- Data breaches or unauthorized access to sensitive information must be reported immediately to the appropriate authorities and addressed promptly.

4.5 Paperless Implementation

- LBC promotes environmental sustainability through paperless initiatives. Faculty and staff are encouraged to minimize paper usage whenever possible.
- Documents, forms, and administrative processes should be digitized and stored electronically using secure document management systems.
- The college will provide necessary training and support to facilitate the transition to paperless operations.

4.6 Computer Laboratory Usage

- Computer laboratories are provided for academic purposes only, and users must adhere to established guidelines and schedules.
- Users must not engage in activities that could compromise the security or integrity of computer systems or networks, including but not limited to hacking, unauthorized access, or distribution of malware.
- Users are responsible for ensuring the cleanliness and proper maintenance of computer equipment and peripherals.

5. Roles and Responsibilities

- ICT Department: Responsible for maintaining ICT infrastructure, providing technical support, and enforcing IT policies and procedures.
- Faculty: Responsible for integrating ICT into the curriculum, facilitating online classes, and promoting responsible IT usage among students.
- Students: Responsible for adhering to ICT policies, participating in online classes, and using IT resources responsibly.

6. Security Measures

- LBC employs robust security measures, including firewalls, antivirus software, encryption, and access controls, to protect ICT resources and data.

- Users must not share passwords or access credentials, and multi-factor authentication may be required for accessing certain systems or services.
- Regular security audits and vulnerability assessments will be conducted to identify and address potential security risks.

7. Compliance

- All users of LBC's ICT resources are expected to comply with this policy and other relevant policies, procedures, laws, and regulations.
- Non-compliance may result in disciplinary action, including suspension of ICT privileges or expulsion from the college.

8. Training and Awareness

- LBC will provide regular training sessions, workshops, and awareness campaigns to educate users about ICT policies, best practices, and emerging threats.
- Faculty and staff will receive specific training on online class implementation, hardware and software usage, data privacy, and security measures.

9. Incident Response

- In the event of a security incident, data breach, or other ICT-related incident, the ICT department will follow established incident response procedures to contain, mitigate, and remediate the incident.
- Users must report any suspected security incidents or policy violations to the ICT department immediately.

10. Policy Review and Revision

- This policy will be reviewed annually and updated as necessary to reflect changes in technology, regulations, or organizational requirements.
- Any proposed revisions to this policy must be approved by the college administration.

11. Definitions

- **ICT Resources:** Includes hardware, software, networks, systems, applications, and data owned or provided by Lakatoi Business College.
- **Learning Management System (LMS):** A software application for the administration, documentation, tracking, reporting, and delivery of educational courses or training programs.
- **Paperless:** Refers to the use of electronic documents and processes to reduce or eliminate the need for paper.

12. References

- Relevant laws and regulations (e.g., GDPR, FERPA)
- Lakatoi Business College Accessibility Policy
- ICT Security Policies and Procedures

13. Conclusion

The ICT Policy of Lakatoi Business College provides guidelines and procedures for the effective and secure use of IT resources, encompassing online class implementation, hardware and software procurement, data privacy, paperless initiatives, and computer laboratory usage. By adhering to this policy, all members of the college community can contribute to a safe, sustainable, and technologically advanced learning environment.

ONLINE POLICY

1. Introduction

Lakatoi Business College (LBC) recognizes the importance of online activities and virtual interactions in today's educational landscape. This Online Policy outlines guidelines and procedures for the responsible and effective use of online platforms within the college community.

2. Purpose

The purpose of this policy is to:

- Establish guidelines for online activities and virtual interactions.
- Ensure the security and integrity of online platforms used by LBC.
- Promote professionalism, respect, and ethical behavior in all online communications and engagements.
- Provide a framework for addressing issues related to online conduct and content.

3. Scope

This policy applies to all faculty, staff, students, and any other individuals associated with LBC who engage in online activities or use online platforms on behalf of the college.

4. Policy Statements

a. Use of Online Platforms:

- LBC provides access to various online platforms, including but not limited to Learning Management Systems (LMS), video conferencing tools, email services, and social media platforms.
- Users must utilize online platforms responsibly, adhering to the terms of service, acceptable use policies, and applicable laws and regulations.
- Online platforms provided by LBC are for educational, professional, and college-related activities only.

b. Conduct and Etiquette

- Users are expected to conduct themselves professionally and respectfully in all online interactions.
- Harassment, discrimination, hate speech, or any form of offensive behavior is strictly prohibited.
- Users must respect the privacy and confidentiality of others' information shared online.

c. Content Management

- Users are responsible for the content they create, share, or distribute on online platforms associated with LBC.
- Content must be accurate, relevant, and appropriate for the intended audience.
- Copyrighted material must be used in accordance with applicable laws and regulations, and proper attribution must be provided when necessary.

d. Security Measures

- Users must take appropriate measures to safeguard their accounts and personal information when accessing online platforms.
- Passwords must be strong and confidential, and users should enable multi-factor authentication whenever possible.
- Users must report any suspected security incidents or unauthorized access to online platforms to the appropriate authorities.

e. Academic Integrity

- Online assessments, assignments, and discussions must uphold the principles of academic integrity.
- Cheating, plagiarism, or any form of academic dishonesty is unacceptable and will be subject to disciplinary action.
- Faculty members are responsible for implementing measures to ensure the integrity of online assessments and assignments.

5. Roles and Responsibilities

- **ICT Department:** Responsible for managing and maintaining online platforms, providing technical support, and enforcing online policies and procedures.
- **Faculty:** Responsible for integrating online activities into the curriculum, facilitating virtual classes, and promoting responsible online behavior among students.
- **Students:** Responsible for adhering to online policies, participating in online activities, and maintaining professionalism and respect in all online interactions.

6. Compliance

- All users of LBC's online platforms are expected to comply with this policy and other relevant policies, procedures, laws, and regulations.
- Non-compliance may result in disciplinary action, including suspension of online privileges or expulsion from the college.

7. Training and Awareness

- LBC will provide regular training sessions, workshops, and awareness campaigns to educate users about online policies, best practices, and emerging threats.
- Faculty and staff will receive specific training on integrating online activities into the curriculum, facilitating virtual classes, and promoting online professionalism and etiquette.

8. Incident Response

- In the event of a security incident, harassment complaint, or other issue related to online conduct or content, the appropriate authorities will investigate and address the matter promptly.
- Users must report any suspected violations of this policy to the ICT department or the appropriate college authorities.

9. Policy Review and Revision

- This policy will be reviewed annually and updated as necessary to reflect changes in technology, regulations, or organizational requirements.
- Any proposed revisions to this policy must be approved by the college administration.

10. Conclusion

The Online Policy of Lakatoi Business College provides guidelines and procedures for the responsible and effective use of online platforms within the college community. By adhering to this policy, all members of the college community can contribute to a positive, respectful, and secure online environment conducive to learning and professional development.

INFORMATION AND COMMUNICATION TECHNOLOGY USER POLICY

1. Introduction

Lakatoi Business College recognizes the importance of Information and Communication Technology (ICT) resources in facilitating academic activities and administrative functions. This ICT User Policy outlines guidelines and expectations for the responsible and secure use of ICT resources by all users within the college community.

2. Purpose

The purpose of this policy is to:

- Ensure the efficient and effective use of ICT resources.
- Protect the security and integrity of ICT systems and data.
- Promote professionalism, respect, and ethical behavior in all ICT-related activities.
- Provide a framework for addressing issues related to ICT usage and compliance.

3. Scope

This policy applies to all faculty, staff, students, and any other individuals utilizing LBC's ICT resources, including but not limited to computers, networks, software, and data.

4. Policy Statements

a. Acceptable Use:

- Users must utilize LBC's ICT resources for authorized academic, administrative, and research purposes only.
- Unauthorized use of ICT resources, including but not limited to hacking, unauthorized access, distribution of malware, or engaging in illegal activities, is strictly prohibited.

- Users must comply with all applicable laws, regulations, and college policies governing ICT usage.

b. Account and Access Management

- Users are responsible for safeguarding their account credentials, including usernames, passwords, and access tokens.
- Sharing of account credentials with others or using another individual's account without authorization is prohibited.
- Users must promptly report any suspected unauthorized access to their accounts or ICT resources to the ICT department.

c. Data Security and Confidentiality

- Users must take appropriate measures to protect sensitive data and information stored on ICT systems or transmitted over networks.
- Confidential information, including but not limited to personal data, student records, and proprietary information, must be handled securely and in accordance with relevant data protection laws and college policies.
- Unauthorized access, disclosure, or misuse of confidential information is strictly prohibited.

d. Software and Hardware Usage

- Users must adhere to software licensing agreements and only install authorized software on college-owned devices.
- Software piracy, unauthorized duplication, or distribution of copyrighted materials is prohibited.
- Users must use college-owned hardware responsibly and report any malfunction or damage to ICT support staff promptly.

e. Network Usage

- Users must comply with LBC's network usage policies, including restrictions on bandwidth-intensive activities and prohibited activities such as torrenting or hosting unauthorized servers.

- Users must not attempt to bypass network security measures or disrupt network services in any way.

f. Email and Communication:

- Users must use college-provided email accounts for official communication and academic purposes.
- Email communications must adhere to professional standards and etiquette, and users must not engage in spamming, phishing, or other forms of email abuse.
- Users must not use college email accounts for personal or non-academic communication unrelated to college activities.

5. Roles and Responsibilities

- **IT Department:** Responsible for managing and maintaining IT infrastructure, providing technical support, and enforcing IT policies and procedures.
- **Faculty and Staff:** Responsible for promoting responsible IT usage among students and colleagues, integrating ICT into the curriculum and administrative processes, and reporting any ICT-related issues or concerns to the ICT department.
- **Students:** Responsible for adhering to ICT policies, using ICT resources responsibly, and reporting any ICT-related issues or concerns to the ICT department.

6. Compliance

- All users of LBC's ICT resources are expected to comply with this policy and other relevant policies, procedures, laws, and regulations.
- Non-compliance may result in disciplinary action, including suspension of ICT privileges or expulsion from the college.

7. Training and Awareness

- LBC will provide regular training sessions, workshops, and awareness campaigns to educate users about ICT policies, best practices, and emerging threats.

- Faculty, staff, and students will receive specific training on ICT security, data protection, and responsible ICT usage.

8. Incident Response

- In the event of a security incident, data breach, or other ICT-related issue, the ICT department will follow established incident response procedures to contain, mitigate, and remediate the issue.
- Users must report any suspected violations of this policy or any IT-related issues to the ICT department promptly.

9. Policy Review and Revision

- This policy will be reviewed annually and updated as necessary to reflect changes in technology, regulations, or organizational requirements.
- Any proposed revisions to this policy must be approved by the college administration.

10. Conclusion

The Information and Communication Technology User Policy of Lakatoi Business College provides guidelines and expectations for the responsible and secure use of ICT resources by all users within the college community. By adhering to this policy, all members of the college community can contribute to a positive, productive, and secure IT environment conducive to learning and professional development.

ICT HARDWARE AND SOFTWARE USAGE AND PROCUREMENT POLICY

1. Introduction

Lakatoi Business College recognizes the critical role that ICT hardware and software play in supporting academic activities, administrative functions, and overall organizational operations. This policy outlines guidelines and procedures for the responsible procurement, usage, and management of ICT hardware and software within the college.

2. Purpose

The purpose of this policy is to:

- Ensure the efficient and effective use of ICT hardware and software resources.
- Facilitate the procurement of appropriate hardware and software to meet the needs of the college.
- Promote standardization, compatibility, and security across ICT systems and infrastructure.
- Provide guidelines for the proper management and disposal of ICT hardware and software assets.

3. Scope

This policy applies to all faculty, staff, students, and any other individuals involved in the procurement, usage, or management of ICT hardware and software resources at Lakatoi Business College.

4. Policy Statements

a. Hardware Procurement

- All procurement of ICT hardware must be conducted in accordance with LBC's procurement policies and procedures.

- Requests for new hardware must be justified based on documented needs and requirements, and approval must be obtained from the appropriate department or authority.
- Standardization of hardware models and configurations is encouraged to simplify management, support, and compatibility across the college's ICT infrastructure.
- Hardware purchases must consider factors such as performance, reliability, scalability, and total cost of ownership.

b. Software Procurement

- All procurement of IT software must comply with LBC's procurement policies and procedures.
- Requests for new software must be evaluated based on documented needs, compatibility with existing systems, licensing requirements, and budgetary constraints.
- Prior to procurement, thorough evaluations of software options must be conducted to ensure functionality, compatibility, and suitability for the intended purpose.
- Software licenses must be acquired legally and in compliance with applicable licensing agreements and copyright laws.

c. Hardware and Software Usage

- Users are responsible for using ICT hardware and software resources in accordance with their intended purpose and within the guidelines established by LBC.
- Unauthorized installation, modification, or duplication of software is strictly prohibited.
- Users must adhere to all software licensing agreements and usage restrictions imposed by software vendors.
- College-owned hardware and software resources may not be used for personal or non-college-related activities without proper authorization.

d. Maintenance and Support

- The ICT department is responsible for managing and maintaining ICT hardware and software resources, including regular maintenance, updates, and troubleshooting.
- Users must report any hardware or software issues to the IT department promptly for resolution.
- IT hardware and software maintenance contracts and support agreements must be maintained to ensure timely support and resolution of issues.

e. Disposal and Decommissioning

- Disposal of outdated or obsolete ICT hardware and software assets must be conducted in compliance with environmental regulations and data protection laws.
- Data stored on decommissioned hardware must be securely erased or destroyed to prevent unauthorized access or data breaches.
- Proper documentation of hardware and software disposal activities must be maintained for auditing and compliance purposes.

5. Roles and Responsibilities

- **IT Department:** Responsible for overseeing the procurement, management, and maintenance of ICT hardware and software resources, as well as ensuring compliance with this policy.
- **Procurement Department:** Responsible for facilitating the procurement process for ICT hardware and software, including obtaining quotes, negotiating contracts, and ensuring compliance with procurement policies.
- **Faculty and Staff:** Responsible for requesting ICT hardware and software resources as needed, adhering to usage guidelines, and reporting any issues or concerns to the ICT department.
- **Students:** Responsible for using ICT hardware and software resources responsibly and in accordance with college policies and guidelines.

6. Compliance

- All users involved in the procurement, usage, or management of ICT hardware and software resources at Lakatoi Business College are expected to comply with this policy and other relevant policies, procedures, laws, and regulations.
- Non-compliance may result in disciplinary action, including suspension of ICT privileges or termination of employment.

7. Training and Awareness

- Lakatoi Business College will provide training sessions, workshops, and awareness campaigns to educate users about ICT hardware and software usage policies, best practices, and emerging technologies.
- Faculty, staff, and students will receive specific training on requesting IT resources, adhering to usage guidelines, and reporting any issues or concerns to the ICT department.

8. Policy Review and Revision

- This policy will be reviewed annually and updated as necessary to reflect changes in technology, regulations, or organizational requirements.
- Any proposed revisions to this policy must be approved by the college administration.

9. Conclusion

The ICT Hardware and Software Usage and Procurement Policy of Lakatoi Business College provides guidelines and procedures for the responsible procurement, usage, and management of ICT hardware and software resources within the college. By adhering to this policy, all members of the college community can contribute to the efficient and effective use of ICT resources in support of the college's mission and objectives.

DATA PRIVACY POLICY

1. Introduction

Lakatoi Business College recognizes the importance of protecting the privacy and confidentiality of personal and sensitive data entrusted to the college. This Data Privacy Policy outlines guidelines and procedures for the collection, use, storage, and protection of data in accordance with applicable laws, regulations, and best practices.

2. Purpose

The purpose of this policy is to:

- Ensure compliance with data protection laws and regulations, including but not limited to the General Data Protection Regulation (GDPR) and the Family Educational Rights and Privacy Act (FERPA).
- Safeguard the privacy and confidentiality of personal and sensitive data collected, processed, and stored by Lakatoi Business College.
- Establish procedures for the proper handling, sharing, and disposal of data to minimize the risk of unauthorized access, disclosure, or misuse.

3. Scope

This policy applies to all faculty, staff, students, contractors, and any other individuals associated with Lakatoi Business College who collect, process, or handle personal or sensitive data on behalf of the college.

4. Policy Statements

a. Data Collection and Consent

- Lakatoi Business College will only collect personal data that is necessary for the purposes specified and obtained through lawful and fair means.
- Where required by law or regulation, individuals will be informed of the purposes for which their data is being collected and provided an opportunity to consent to the processing of their data.

b. Data Usage and Processing

- Personal data collected by Lakatoi Business College will be used only for the specified purposes for which it was collected, unless otherwise authorized by the individual or required by law.
- Access to personal data will be restricted to authorized personnel who have a legitimate need to access the data for the performance of their duties.
- Sensitive data, including but not limited to medical records, financial information, and academic records, will be processed and handled with the highest level of confidentiality and security.

c. Data Storage and Retention

- Personal and sensitive data will be stored securely using appropriate technical and organizational measures to prevent unauthorized access, loss, or destruction.
- Data will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by applicable laws, regulations, or college policies.
- Data that is no longer required will be securely disposed of in accordance with established procedures.

d. Data Sharing and Disclosure

- Personal and sensitive data will not be disclosed or shared with third parties unless authorized by the individual or required by law.
- When sharing data with third parties, appropriate safeguards, such as confidentiality agreements or data processing agreements, will be implemented to protect the privacy and security of the data.

e. Data Subject Rights

- Individuals have the right to access, rectify, or erase their personal data held by Lakatoi Business College, subject to applicable laws, regulations, and college policies.
- Requests for access to or modification of personal data should be submitted to the college's designated data protection officer or administrative office.

f. Data Security Measures

- Lakatoi Business College will implement appropriate technical and organizational measures to protect personal and sensitive data against unauthorized access, disclosure, alteration, or destruction.
- Security measures may include encryption, access controls, data encryption, and regular security audits and assessments.

5. Roles and Responsibilities

- **Data Protection Officer:** Responsible for overseeing compliance with data protection laws and regulations, responding to data subject requests, and providing guidance on data privacy matters.
- **Faculty and Staff:** Responsible for ensuring compliance with this policy and other relevant data protection policies and procedures in the course of their duties.
- **Students:** Responsible for respecting the privacy and confidentiality of personal and sensitive data and complying with college policies and procedures related to data protection.

6. Compliance

- All individuals associated with Lakatoi Business College who collect, process, or handle personal or sensitive data are expected to comply with this policy and other relevant data protection laws, regulations, and college policies.
- Non-compliance may result in disciplinary action, including termination of employment or expulsion from the college.

7. Training and Awareness

- Lakatoi Business College will provide regular training sessions, workshops, and awareness campaigns to educate faculty, staff, and students about data privacy principles, best practices, and their roles and responsibilities under this policy.
- Training will cover topics such as data collection, usage, storage, sharing, and security.

8. Incident Response

- In the event of a data breach or unauthorized access to personal or sensitive data, Lakatoi Business College will follow established incident response procedures to mitigate the impact of the breach, notify affected individuals, and comply with reporting requirements under applicable laws and regulations.

9. Policy Review and Revision

- This policy will be reviewed annually and updated as necessary to reflect changes in technology, regulations, or organizational requirements.
- Any proposed revisions to this policy must be approved by the college administration.

10. Conclusion

The Data Privacy Policy of Lakatoi Business College outlines guidelines and procedures for the responsible and secure handling of personal and sensitive data collected, processed, and stored by the college. By adhering to this policy, all members of the college community can contribute to maintaining the privacy and confidentiality of personal data and upholding the trust and confidence of students, staff, and other stakeholders.

PAPERLESS IMPLEMENTATION POLICY

1. Introduction

Lakatoi Business College recognizes the environmental and operational benefits of transitioning to a paperless environment. This Paperless Implementation Policy outlines the guidelines and procedures for reducing paper usage and promoting digital document management within the college.

2. Purpose

The purpose of this policy is to:

- Reduce the environmental impact of paper consumption by promoting digital document management practices.
- Improve operational efficiency and cost-effectiveness through the adoption of paperless workflows and processes.
- Enhance accessibility and collaboration by facilitating easy access to digital documents and information.
- Establish guidelines for the responsible use and management of electronic documents within the college.

3. Scope

This policy applies to all faculty, staff, students, and any other individuals associated with Lakatoi Business College who create, manage, or use documents and information in the course of their duties or studies.

4. Policy Statements

a. Document Creation and Distribution:

- Whenever possible, documents should be created and distributed in digital format rather than printed on paper.
- Email, cloud storage, and document collaboration platforms should be utilized for sharing and distributing documents electronically.

- Exceptions may be made for documents that require physical signatures or cannot be effectively managed in digital format.

b. Document Storage and Management

- Digital documents should be stored and managed using secure document management systems or cloud storage platforms approved by Lakatoi Business College.
- Document naming conventions, version control, and access controls should be established to ensure the organization and security of digital documents.
- Regular backups of digital documents should be performed to prevent data loss and ensure business continuity.

c. Printing and Copying Restrictions

- Printing and copying should be minimized whenever possible, and only essential documents should be printed or copied.
- Printers and copiers should be set to default to double-sided printing to reduce paper usage.
- Users may be required to obtain authorization before printing or copying large volumes of documents.

d. Document Disposal and Recycling

- When digital documents are no longer needed, they should be securely deleted or disposed of in accordance with Lakatoi Business College's data disposal policies.
- Paper documents that are no longer needed should be recycled in accordance with the college's recycling program.

e. Training and Support

- Lakatoi Business College will provide training and support to faculty, staff, and students on the use of digital document management systems and best practices for paperless implementation.
- Resources such as tutorials, user guides, and helpdesk support will be made available to assist users in transitioning to paperless workflows.

5. Roles and Responsibilities

- **ICT Department:** Responsible for implementing and maintaining digital document management systems, providing technical support, and overseeing compliance with this policy.
- **Faculty and Staff:** Responsible for adhering to paperless practices, promoting paperless workflows among colleagues and students, and participating in training and support activities.
- **Students:** Responsible for using digital document management systems responsibly and in accordance with college policies and guidelines.

6. Compliance

- All individuals associated with Lakatoi Business College are expected to comply with this policy and other relevant policies, procedures, and regulations governing document management and environmental sustainability.
- Non-compliance may result in disciplinary action, including suspension of privileges or termination of employment.

7. Policy Review and Revision

- This policy will be reviewed annually and updated as necessary to reflect changes in technology, regulations, or organizational requirements.
- Any proposed revisions to this policy must be approved by the college administration.

8. Conclusion

The Paperless Implementation Policy of Lakatoi Business College outlines guidelines and procedures for reducing paper usage and promoting digital document management practices within the college. By adhering to this policy, all members of the college community can contribute to environmental sustainability, operational efficiency, and the effective management of digital documents and information.

COMPUTER LABORATORY USAGE POLICY

1. Introduction

Computer laboratories at Lakatoi Business College are essential facilities supporting academic activities and providing access to technology resources for students, faculty, and staff. This Computer Laboratory Usage Policy outlines guidelines and procedures for the responsible and efficient use of computer laboratories within the college.

2. Purpose

The purpose of this policy is to:

- Ensure fair and equitable access to computer laboratory resources for all authorized users.
- Maintain a secure and productive environment conducive to academic learning and research.
- Promote responsible and ethical use of computer hardware, software, and network resources.
- Establish guidelines for the proper management and maintenance of computer laboratories.

3. Scope

This policy applies to all faculty, staff, students, and any other individuals authorized to use computer laboratories at Lakatoi Business College.

4. Policy Statements

a. Access and Hours of Operation:

- Computer laboratories are available for use by authorized individuals during specified hours of operation as determined by Lakatoi Business College.
- Access to computer laboratories may be restricted to specific user groups or classes as needed to accommodate academic activities and ensure availability of resources.

b. User Responsibilities

- Users must log in using their assigned credentials and adhere to the college's acceptable use policy and ICT user policy.
- Users are responsible for maintaining the security and integrity of computer hardware, software, and network resources.
- Users must not engage in activities that could disrupt or interfere with the operation of computer laboratories or compromise the security of IT systems.

c. Software Usage

- Only authorized software may be installed and used on computer laboratory workstations.
- Users must comply with software licensing agreements and refrain from installing or using unauthorized software.
- Software provided by LBC for academic purposes should not be copied, distributed, or used for commercial purposes without proper authorization.

d. Hardware Usage

- Users must handle computer hardware and peripherals with care and report any damage or malfunction to the designated ICT support staff.
- Users are prohibited from tampering with computer hardware, including opening computer cases or modifying hardware configurations without authorization.

e. Network Usage

- Users must comply with LBC's network usage policy and refrain from engaging in activities that could compromise network security or integrity.
- Unauthorized access to network resources, attempts to bypass network security measures, or distribution of malware is strictly prohibited.

f. Personal Use

- Personal use of computer laboratories is permitted within reason, provided it does not interfere with academic or college-related activities.
- Personal devices should not be connected to college network resources without proper authorization.

5. Roles and Responsibilities

- **ICT Department:** Responsible for managing and maintaining computer laboratory infrastructure, providing technical support, and enforcing this policy.
- **Faculty and Staff:** Responsible for supervising students in computer laboratories, promoting responsible use of resources, and reporting any policy violations or issues to the IT department.
- **Students:** Responsible for adhering to this policy and other relevant college policies while using computer laboratories, and reporting any technical issues or concerns to IT support staff.

6. Compliance

- All users of computer laboratories at LBC are expected to comply with this policy and other relevant policies, procedures, and regulations governing computer usage.
- Non-compliance may result in disciplinary action, including suspension of computer privileges or other appropriate measures.

7. Training and Awareness

- Lakatoi Business College will provide training and awareness programs to educate users about computer laboratory policies, procedures, and best practices.
- Faculty, staff, and students will receive specific training on the use of computer laboratory resources, software applications, and network security.

8. Policy Review and Revision

- This policy will be reviewed annually and updated as necessary to reflect changes in technology, regulations, or organizational requirements.
- Any proposed revisions to this policy must be approved by the college administration.

9. Conclusion

The Computer Laboratory Usage Policy of Lakatoi Business College provides guidelines and procedures for the responsible and efficient use of computer laboratories within the college community. By adhering to this policy, all users can contribute to maintaining a secure, productive, and equitable environment conducive to academic learning and research.