	Bayan College
	I.T. Policy (with Reference to Library Policy)
	Version: 1.0 Effective Date: 01.05.06

Introduction

IT facilities are provided to assist with day to day work and studies. It is important that they are used responsibly, are not abused, and individuals understand the ethical and legal obligations that apply to them, as well as the expectations set forth in the Library Policy of Bayan College.

The purpose of this policy and guidelines (appendix A) is to set out the obligations and expectations of all individuals who use the College's email and internet to ensure that these facilities are used only by authorized individuals, and appropriately in accordance with the Oman information security policy, supplementary policies, and related legislation of the Royal Oman Police.

Scope

This policy applies to all staff, students, and visitors of Bayan College who access, use, handle or manage the College's information processing facilities including the internet and email. Moreover, must have reference to the management of copyrighted materials in the use of research findings and citations. Only authorized individuals are permitted to use the College's email and internet facilities. Unauthorized access to information processing facilities, misrepresentation, or misuse of access privileges is prohibited and will be dealt with accordingly and thus may result in disciplinary actions or criminal prosecutions.

Computer Lab Rooms Regulations

1. All students using computer lab must abide by this policy. Students found to be in violation of this policy might not be permitted to use the lab.
2. All students using the lab must acquire a Bayan College student ID card. The system administrator might ask any student to produce their ID cards.
3. No one is allowed to remove/add software to the computers or in any way compromise the hard drive.
4. The computers must be used for educational use only. Game playing, chatting, P2P file sharing …etc. are strictly prohibited.
5. Food and drinks are not allowed in the lab. Please keep the labs neat and in orderly manner.
6. The computers are to be used in a responsible, ethical, efficient, and legal manner in accordance with the mission of Bayan College.

7. Acceptable uses of the computers are activities that support learning and teaching. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity. The system administrator in the course of managing the system may view all data, including email.

Unacceptable uses of the computer resources include but are not limited to:

- Violating others' right to privacy.
- Using obscenity, profanity, or language offensive to another person.
- Reposting personal communications without the author's prior consent.
- Violating copyright law (Copying copyright protected material).
- Downloading/ installing software.
- Chatting, playing games, P2P file sharing, etc.
- Using the network for commercial, or illegal activity.
- Using the network to access material without educational value.

Quality Assurance Compliance

The College has an obligation to comply with relevant legal and statutory requirements. This policy along with other Information Security policies, processes, standards, and procedures are to promote and enforce compliance with applicable laws by providing the direction and guidelines on good information security practices to underpin the College's compliance with these laws.

To wit:

The Information Security Division (ISD) was established under the Information Technology Authority to be the pioneer in providing the quality of government information security in Oman. It is responsible for setting regulations and policies related to cyber security. It functions to enhance and improve security solutions to guarantee the continuity of governmental and individual entities businesses and protect them. ISD raises awareness about information security and related issues and works according to international standards and practices. It organizes workshops, seminars and conferences in this field. It, as well, works closely to provide the government with many services such as secure communication, secure web portals, secure Internet access, end-point security, security operations, and security assessment.

ISD offers a number of services for individuals, government and business sectors such as:

- *Ensuring the privacy and confidentiality in preserving citizens' data.*
- *Protecting the governmental systems from external risks.*
- *Providing safe access to obtain the governmental e-services.*

College email and internet users must comply with this policy. Failure to comply with the policy and guidelines should be reported immediately to the IT Service Desk. Noncompliance with this policy will be addressed by necessary disciplinary actions in accordance with the College's Staff Disciplinary Procedures, Student Disciplinary Regulations and Procedures and relevant contractor and third party

contractual clauses relating to non-conformance with the Information Security Policy and related policies of the country.

At the end of employment, or students graduating from the College, access to College email and internet will be terminated. Exceptions to this policy will need to go through the approval process.

Use of Email

Any information which the College holds is potentially disclosable to a requester under any of the applicable laws. This includes emails. Users need to be sure that they are not breaching any data protection policy and information handling procedures when using the email facility. This could include but is not limited to:

- Passing on personal information about an individual or third party without their consent.
- Keeping personal information longer than necessary.
- Forwarding emails to inappropriate receivers as defined by the management

Emails form part of the official records of the College; they are not private property. Therefore, emails are treated as a legal form of written communication, and as with other forms of communication, care should be taken to avoid communicating information that may be regarded as unsuitable or unacceptable.

Also, only College-provided email system must be used when transmitting College data via email. Automatic email forwarding to personal email accounts such as Hotmail, or to non-College affiliated server is allowed provided that it does not cause harm to the data being transmitted nor the content does not endanger the institution. Any exceptional requirement to forward email to personal email accounts must be reviewed and agreed in advance by the I.T. Services staff and Library Services. The same may also be referred to the dean.

Email should be used carefully when transmitting personal data. Any email containing personal information about an individual may be liable to disclosure to that individual under any applicable laws of Oman.