



**KOTTAKKAL FAROOK**  
**ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

## **MOBILE USE POLICY**

## **MOBILE USE POLICY**

Mobile phones are commonly used by students on most college campuses. Cell phone technology has now gone beyond placing a simple call, students and staff can use their phones to keep up with assignments and class schedules, communicate with friends and colleagues, and become aware of campus alerts and warnings. But while there are many benefits of using a cell phone on a college campus, the disruptive nature of a cell phone can make using the device somewhat difficult.

Phone calls, text messaging and instant messaging are heavily used on college campuses where students are expected to not only keep up with their friends and classmates but with their studies as well. At KFASC, smart phones are used to receive important messages to students regarding registration, exam fees, tuition fees, university exam information and assignments. In short college and university student portal are accessed by students through smart phones and it surely improves instant communications.

Many colleges are concerned with the inflating costs of keeping college campuses so tech-savvy and students have to bear the fees; or the costs for the installation and maintenance of these may be costly to the management.

Incidences of ragging and campus violence demand instant communication and they can access Anti ragging Helpline only when they have a mobile device with them. In many campuses now students, faculty and staff register safety-related communications through their cell phones. Authorities immediately receive the student's whereabouts, identification and other information needed to assist them. If there is an incident with the potential of being a campus-wide threat, safety officials can issue an alert to all registered users to either evacuate an area or seek shelter elsewhere. These alerts can come in the form of a automated phone call, a text message or an email.

Cell phones provide a convenient and direct way for parents to contact their wards when they are at college. Similarly, students can use their cell phones to contact parents to let them know that he/she is running late or to ask them to come and fetch if a student falls ill or is in danger. Hence KFASC recognizes that mobile phones are a feature of modern society and that a large number of students own and use it for various purposes including online classes and for digital transactions etc.

However, the increasing sophistication of mobile phone technology presents us with a number of issues: a) The integration of cameras and internet browsing, leading to safeguarding and data protection issues. b) The potential to use the phone whilst in silent mode.

Govt. Policy on use of mobile phones and digital devices in colleges

Mobile phones will not be allowed inside the campus as per the Govt. Order (RT) No. 346/05/H.Ed.dt.01/03/2005 and The Govt. has instructed to form an Ethics Committee to implement and monitor the ban of mobile phones inside the college.

The College recognizes that mobile phone use is inevitable for some personal use, and that occasional personal use for a brief duration is permitted, so long as it does not interfere with College business but under that guise it cannot be used at all occasions. Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. This means that permission to use a mobile phone in college is only granted, with restrictions. The college is prepared to allow all students to have a mobile phone with them but only within the parameters outlined in the policy below.

### **AIMS**

- To educate students in the responsible use of technology through the formulation of agreed rules and guidelines to prevent disruption and instil good learning habits

- To inform all members of our college community about the appropriate use of mobile phones at college.
- To outline the procedures and processes of this policy.

### **GUIDELINES TO STAFF**

Permission to use for class room teaching has been accorded subject to the following conditions.

- Faculty members can use the gadgets inside the class rooms and laboratories only for educational purpose.
- Only Staff members who have already been authorized to use mobile phones can make calls, send SMS, surf the internet, take photos or use any other application for educational activities. Other staff members are permitted to use cell phone inside the class rooms and laboratories only for educational purpose.
- Mobile phones should not disrupt the lecture or lab sessions with ringtones, music or beep sound.
- Accessing social network sites such as WhatsApp, Facebook, Twitter etc. is strictly prohibited in the Campus. However, the subject handling faculty members can access Google class room, MOOC, Moodle's, ERP, etc.
- Faculty members are allowed to use mobile phones inside the classrooms to register student attendances, for providing study materials, assignments etc.
- During teaching time, whilst on exam duty and during meetings, mobile phones will be switched off or put on "silent" or "discreet" mode.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, whilst on duty or during meetings.
- Mobile phones should be stored securely and must be kept out of sight during teaching time.
- Mobile phones may be used during staff non-contact time but any calls or text messages sent/received should be made out of sight of students.
- In accordance with the Acceptable Use Policy staff should not use personal devices for photography in college. Only college cameras or devices are to be used.

### **INAPPROPRIATE USE**

Generally, a mobile phone will be used inappropriately if it:

- is used for making calls from the campus, checking the time, texting or used as a calculator.
- Mobile phones/headphones etc held in the hand while walking inside the campus or head phones worn during or between classes. Equipment must be switched off and stored in the bag/pouch/pockets.
- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the college; or
- To send inappropriate, harassing or threatening messages or phone calls

- To engage in inappropriate social media use including cyber bullying, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.
- To capture video or images of people, including students, teachers and members of the college community without their permission.
- To capture video or images in the toilets, changing rooms and gyms'
- Use of gadgets during exams and assessments
- Use of mobile phones not allowed inside the library, digital library, labs and inside media rooms unless otherwise exempted by faculty.
- Use of mobile phones inside classrooms, corridors, verandas, staff rooms and on stair cases etc.
- Use of mobile phones, cameras, videos for photography while college programmes are staged.
- Wearing headphones, collar mikes, Bluetooth devices inside the campus.
- Mobile phones should not disrupt the lecture or lab sessions with ringtones, music or beep sound.
- Accessing social network sites such as WhatsApp, Facebook, Twitter, telegram etc. is strictly prohibited in the Campus during class hours.

This type of misuse will be referred to Discipline committee. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The college may consider it appropriate to involve the cyber police.

### **RELATED TECHNOLOGY**

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods, tablet computers, smart watches and similar devices, mobile camera/video, headsets, WI fi, Bluetooth devices etc.

### **EXEMPTIONS**

Exemptions for using mobile devices in the campus can only be approved by the Head of institution and then only in Exceptional cases. The categories of exceptions allowed are;

#### **1. Learning-related exceptions, Specific exception**

Faculty members while handling classes can allow exceptions for presentations or transfer of files etc. Where a class has been granted an exception, students must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

#### **2. For specific learning activities (class-based exception)**

For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty (individual based exception)

#### **3. Health, risks and wellbeing-related exceptions (individual based exception)**

### **ADVICE TO STUDENTS ON THE SAFE USE OF MOBILES**

- Mobile is convenient and practical but you need to observe some common-sense ground rules in a public place like a college premise to protect yourself from potential abuse or danger.
- Don't reveal your number or friends' numbers to people you don't know,

- Keep your security code or PIN number private.
- If you get texts, which upset you, don't reply but keep a record. In serious cases report it to the police.
- If you receive a rude or embarrassing image or text about someone don't forward it to others. Distributing sexual images of other young people is harassment and is illegal.
- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it
- In cases of emergency, use phones outside the college premises. Be confident that you can make contact with someone if in difficulties.
- Understand that digital mobile technology can be useful for learning and skill development and use it, don't abuse.

### **INTERNET ACCESS & E-MAIL USAGE POLICY**

- KFASC provides Wireless infrastructure campus wide to enhance the accessibility of internet for academic purposes and to browse exclusive online resource for student's/faculty members and staffs.
- Wi-Fi internet is available in the campus from 8.30 AM to 5.00 PM. Availability of the Wi-Fi signal vary from place to place and from location to location.
- The free Wi-Fi usage quota is limited per month to prevent misuse. UG students are provided 12GB, PG students are provided 16GB and faculty and Staffs 20GB per year. Extra data usage will be charged. Yearly/ Semester data quota policy may vary as per circumstances.
- During class hours mobile/smartphone Wi-Fi usage is prohibited for students.
- The access points provided in the campus are the property of the college and any damage or loss of the equipment will be considered as a serious breach of code of conduct and disciplinary action will be initiated on the students who are found guilty for the loss or damage of the Wireless Infrastructure or the corresponding equipment. In the incident of any loss or damage to the wireless infrastructure, it will be assessed and the same will be recovered from all the students
- The purpose of the Internet Access & E-mail Use Policy is to help clarify what standards are used to determine the acceptable use of the College's network, wireless network and authorized Internet.
- The policy applies to the use of the Internet via personal computers, laptops, College's computers or Internet services. When using the Internet via these devices, users must follow the rules of this policy. Remember that the "Internet" includes e-mail, chat rooms, the World Wide Web, instant messaging, and other forms of communication accessed via the Internet.

### **College has taken precautions to restrict access to controversial materials.**

- The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that users may become aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.
- If the College user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

**Acceptable use of the Internet is specified below:**

- Be courteous and polite when using the Internet.
- Do not do or say things on the Internet that would not be said or done to someone in person.
- Be polite in the messages that are sent via the Internet.
- Don't use swear words, vulgarities, obscenities, or threatening language.
- Be courteous to other users.
- Don't use the Internet to send harmful or offensive material that is based on stereotypes relating to sexual orientation, religion, nationality, ethnicity, gender, or race.
- Only use the Internet for Educational purposes.
- Students should use the Internet to learn more about classroom topics, complete classroom projects, and to do homework.

**Do Not Use the Internet for inappropriate purposes**

The following inappropriate activities (a to z) could endanger the safety of students using the Internet. For this reason, the College specifically prohibits the following activities when using the Internet

- a. Don't use the Internet for indecent, illegal, or harassing purposes. For instance, do not use the Internet to sell or buy firearms, drugs, or any other object or substance that is prohibited on campuses.
  - a. Don't view materials or send messages that encourage people to violate the law.
  - b. Do not use the Internet to send or transmit materials that encourage illegal activities.
  - c. Don't use the Internet to download or send confidential or copyrighted materials (pictures, music, or movies that are copyrighted).
  - d. Don't transmit threatening, harassing, or offensive messages over the Internet. This includes posting messages in newsgroups, chat rooms or forums, and transmitting messages via e-mail or instant messaging.
  - e. Don't use the Internet to download, transmit, or view pornographic materials. In addition, do not use the Internet to view, transmit, or download materials that are inappropriate.
  - f. Don't upload a virus, Trojan horse, Worm, or the harmful form of programming or software.
  - g. Don't use the Internet to gain unauthorized access to other information systems, networks, or computers.
  - h. Don't use another person's password to access the Internet.
  - i. Don't send messages that mislead or confuse the recipient as to who is sending the message.
  - j. Don't allow others to use personal passwords.
  - k. Never reveal personal information: home address, telephone number, or Social Security number via the Internet.
  - l. Never arrange to meet someone communicated with on the Internet.
  - m. Don't reveal personal information about a student or person without the permission of that person, or the permission of that person's parents.

- n. Remember, the e-mail messages you send become the possession of the receiver. They can easily be redistributed by recipients. When in doubt, double-check the addresses of your intended recipients.
- o. Don't use the College's e-mail for commercial purposes.
- p. Always include your contact information in external College business related e-mails.
- q. Never type in all CAPS as it's perceived that you are angry and/or screaming to the recipient.
- r. Don't send chain e-mail.
- s. Delete messages that should not be preserved
- t. The College will report to law enforcement authorities any activities that may be considered illegal, as well as any reports it receives of such activities. The College will cooperate with law enforcement authorities when requested
- u. Software made available through computers at the College is licensed to the College by the publishing companies. These programs must be used in accordance with applicable licensing and may not be copied for home use.
- v. Users are expected to respect copyright and all other intellectual property rights.
- w. Users may download files from the Internet to their own USB, flash, and/or floppy disk, but they may not download to the College's computers or install any files or programs.
- x. Users are responsible for checking for viruses.
- y. Neither the College nor the Libraries and Learning Resource Centers are liable for any damage to users' computers caused by files downloaded from the Internet. Inappropriate use may constitute fraud, plagiarism, or theft;

The College reserves the right to monitor, record, or stop a computer session at any time. The College reserves the right to modify this policy at any time.