

Mahasakthi Welfare Society

IT Policy



81/6 Bank Road

Saruthupatti, Periyakulam – Tk

Theni – Dt, Pin .No 625 523

TamilNadu – India



IT Policy (MWS)

General Use

Our department's policies govern computer, internet, and email use, including the display and distribution of inappropriate images and cartoons. Other forms of misuse include, but are not limited to, racial slurs, off-colour jokes, or anything that could be considered harassing or disrespectful to others. Employees are not allowed to access websites that contain explicitly offensive content. Downloading or viewing pornography or other questionable content is prohibited and may result in review and disciplinary action.

Personal Use.

- 1.Email, the Internet, and computers should be used primarily for business purposes.
- 2.Employees may use computers, non-company email accounts, and the Internet for personal purposes, but only on their own time and with full disclosure of personal information.
- 3.Personal use of the Internet is prohibited until the official closing time.
- 4.Employees are prohibited from viewing or distributing obscene, profane, or libellous content.
- 5.They are not permitted to subscribe to email distribution lists using their official email address or computer for business purposes.

Passwords

1. On tablets and smartphones, the mobile device access passcode must be kept active at all times.
- 2.Passwords should never be shared on any computer or mobile device.
3. Passwords should never be revealed to anyone other than MWS support staff.
- 4.If it is suspected that a password has been disclosed to anyone other than the authorized user, it must be changed immediately.

Internet Access:

- Management prohibits access to inappropriate sites, such as pornographic or offensive content, illegal activities, gaming, and streaming audio and video radio stations.
- Audio and video use is limited to business purposes. Avoid streaming or downloading audio or video over the internet.
- Employees are expected to limit their Internet use to information that is appropriate for the workplace. This policy applies at all times of day, whether or not there are other people in the building.
- Employees should be aware that our systems keep track of Internet traffic, including the sites visited, who accessed them, and the time of day.

Specific Policies and Privacy

- Employees should not share department resources.



For Maha Sakthi Welfare Society


Dr. P. Kala
Secretary

- Department resources should not be accessed from personal or company-owned computers or mobile devices.
- When sharing an employee-owned computer or mobile device in a family or community setting, take special care.
- Install and activate antivirus software on any employee-owned computer used for secure data.
- Employees have no right to privacy of any material created, received, or transmitted via email, fax, Internet, or any other computer or mobile device use.
- The NGO reserves the right to monitor, record, and review all.



For Maha Sakthi Welfare Society


Dr. P. Kala
Secretary