



**INDIAN DEVELOPMENT ORGANISATION TRUST**  
**Perambalur,**  
**Tamilnadu**

**COMPUTER AND ELECTRONIC MEDIA USAGE**  
**POLICY**  
**2022**

**(Latest Approval by Board resolution number 132 dated 23.03.2024)**



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## INTRODUCTION

Indian Development Organisation Trust was registered under the Indian Trust Act, in 1990 with the registration number of 193/90. It is registered under FCRA Act, u/s 12AA and 80G of Income Tax Act.

INDO trust implemented projects like, Family Counselling Centre, Creches, Child line 1098, Link Workers Scheme, Environment Programme, EIC for HI, Supplementary Educational Centre and Water and Sanitation Programme. INDO Trust working areas are Perambalur, Ariyalur, Pudukkottai and Trichy. INDO TRUST is a registered civil society organization works for the protection and promotion of rights of multiply marginalized women, historically marginalized Dalit Communities, and vulnerable and most marginalized children in Perambalur District.

INDO Trust working areas are Perambalur, Ariyalur, Pudukkottai and Trichy.

### **Vision:**

Enhancing Sustainable development, empowering and equal access to vulnerable communities.

### **Mission:**

For attaining sustainable development, INDO Trust empower and mainstream the vulnerable communities for their livelihood through education, skill trainings, enlightening right based awareness creation, environment awareness, benefits and opportunities available, resource engagement with community involvement and social participation in working areas

## PURPOSE

This Policy sets out guidelines for acceptable use of the computer network, including internet and email, by employees and volunteers of Indian Development Organisation Trust. Access to internet and email is provided to staff members and volunteers of Indian Development Organisation Trust for the primary purpose of assisting them in carrying out the duties of their employment. However, using computer equipment requires particular care because of its fragility and high cost. Access to the equipment should thus be strictly reserved to the employees and volunteers who know to operate them or who are trained adequately to use the equipment. Those employees who are unable to handle commonly used software will be given an orientation by the senior staff on request. At least one Indian Development Organisation Trust employee shall be trained in handling minor maintenance of computers, accessories and cell phone, landline telephone at the office.

## DEFINITION



## Indo Trust Electronic Media Policy

Electronic media include all electronic devices and software provided or supported by Indian Development Organisation Trust, including but not limited to, computers, electronic tablets, peripheral equipment such as printers, modems, fax machines and copiers, computer software applications (including software that grants access to the internet or email!) and telephones, including mobile phones, smart phones and voicemail systems.

### **RESPONSIBILITIES:**

It is the ultimate responsibility of the Managing Trustee and Chief Executive Officer to ensure that

- a. Staff are aware of the Computer and Electronic Media Usage Policy
- b. Any breaches of this Policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees and volunteers of INDO Trust to ensure that their use of electronic media conforms to this Policy.

### **PROCESS: COMPUTER, EMAIL AND INTERNET USAGE**

- a. The employees of INDO trust are expected to use the internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- b. Job related activities include research and educational tasks that may be found via the internet that would help in an employee's role.
- c. The equipment, services and technology used to access the internet are the property of INDO Trust and INDO Trust reserves the right to monitor internet and monitor and access data that is composed, sent, received through its online connections.
- d. Emails sent via INDO Trust email system should not contain content that is deemed to be offensive. This includes though is not restricted to, the use of vulgar or Harassing language/images.
- e. All sites and downloads may be monitored and/or blocked by INDO trust if they are deemed to be harmful and/or not productive to the activities, programmes and projects of INDO Trust.

### **ACCESS TO ELECTRONIC DATA**



## Indo Trust Electronic Media Policy

All internet data that is composed transmitted and/or received by INDO trust's Computer systems is considered to belong to INDO trust and is recognized as part of its official data. INDO Trust may need to access any and all information, including computer files, email messages, text messages and voicemail messages.

The Managing Trustee and Chief Executive officer of INDO trust may, in his/her sole discretion, authorize any staff to inspect any files or messages recorded on its electronic media at any time for any reason. Where use of the organization's equipment or software required the use of a password, this should not be taken to imply any right of privacy in the user.

INDO trust may also cover information that a user has attempted to delete, and staff should not assume that such data will be treated as confidential. Hence, it is therefore any and all the data and information used through INDO Trust electronic media subject to disclosure for legal reasons or to other appropriate third parties.

### SECURITY

- a. In order to safeguard the computers against viruses, the external drives (CDs/DVDs/Pen Drives/Chips/Data cards/External Drives etc) that are at INDO Trust office or provided by INDO Trust to its staff members are only to be used. In the same way, no external drive from any source other than from sealed packets shall be used in the computers, unless it is first scanned with a latest anti-virus software.
- b. In order to safeguard computers from viruses, antivirus software has been installed in the computers. The virus list for this programme should be updated on a regular basis. It is the duty of the every employee who has been assigned a computer to update the virus list on her/his computer.
- c. There should be at least' two backups of all important documents. One copy should be on the hard disk of the computer assigned to the concerned employee and a second copy on a CD/DVD/ Pen drive or External Hard Disk kept in the office.
- d. The computers of INDO Trust should normally be used by its employees. Consultants and volunteers should seek prior permission of the concerned INDO Trust employee before using his/her computer in the office.

### SAVING DOCUMENTS IN THE COMPUTERS



In order to streamline the procedure to save documents in the computers and to make it easier for people to find documents and make back-ups of important documents, each employee should have a "C:/My Documents" directory in his/her computer. This directory should be broken down into sub-directories to facilitate retrieval of important documents and data. Each employee will include a copy of all their important documents to be backed up on a directory entitled backup.

## BACK-UPS OF DOCUMENTS

In order to safeguard important documents and other work done by the staff, the back-up directory of the employee shall be backed up on CD/DVD or External Hard Drive preferably once every week (every Saturday) and the CD/DVD/Pen Drive /External hard Disk stored by the employee.

## LIMITED PERSONAL USE

Limited personal use of computer, organization is permitted where it

- a. Is infrequent and brief; internet and email facilities provided by the
- b. Does not interfere with the duties of the employee or his/her colleagues
- c. Does not interfere with the operation of INDO Trust
- d. Does not compromise the security of INDO Trust
- e. Does not compromise the reputation or public image of INDO Trust
- f. Does not impact on the electronic storage capacity of INDO Trust
- g. Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- h. Corresponds to the procedures outlines in the Email maintenance archiving Procedures document
- i. Conforms to the practices for file management and storage outlined in the technology Procedure manual
- j. incurs no additional expense for INDO TRUST
- k. Violates no laws
- l. Does not compromise any of the confidentiality requirements of INDO TRUST
- m. Does not fail under any of the "unacceptable use" clauses outlined below

EXAMPLES OF WHAT WOULD BE CONSIDERED REASONABLE PERSONAL USE ARE



- a. Conducting a brief online banking transaction; or applying a bill
- b. Sending a brief personal email, similar to making a brief personal phone call.

### **PERMITTED EXTENDED PERSONAL USE**

It is recognized that there may be times when staff need to use the internet or email for extended personal use. An example of this could be when a staff member needs to use the internet to access a considerable amount of materials related to study they are undertaking in these situations it is expected that

- a. The Staff member advises and negotiates this use with their manager beforehand in order to obtain the concerned head's approval.
- b. The time spent on the internet replaces all or part of a staff member's break/s for that day, or that they adjust their timesheet accordingly for that day.

### **UNACCEPTABLE USE OF ELECTRONIC MEDIA**

INDO Trust shall initiate appropriate action employees who are found to have misused against the Staff and prevent the electronic media and have found

- a. Create, exchange, post or sending message that are offensive, harassing, obscene, threatening or discriminatory in nature
- b. Using computers to perpetrate any form of fraud and/or software, film or music piracy.
- c. Stealing, using or disclosing someone else's password without authorization.
- d. Visit websites containing objectionable (including pornographic) or criminal materials
- e. Create, storage or exchange information in violation of copyright laws (including the uploading of downloading of commercial software, 'games, music or movies).
- f. Visit, view, and create, storage, download or exchange of child sexual abuse or pornographic sites involving children.
- g. Undertake internet enabled activities such as gambling, gaming, conducting a business or conducting illegal activities.
- h. Create or exchange advertisement, solicitations, chain letters or other unsolicited or bulk email.
- i. Using electronic media including emails, internet and computers contrary to any of the Policies adopted by INDO Trust such as Prevention of Sexual Harassment at work Place Policy or child



## Indo Trust Electronic Media Policy

safeguarding / protection policy. Sending or posting information that is defamatory to INDO trust, any of its employees, its projects, programmes and services, beneficiaries funding and collaborative organizations and agencies.

- j. Downloading copying or pirating software and electronic files that are copyrighted or without proper authorization.
- k. Sharing confidential materials, trade secrets, or properties, materials, projects, contents, and information outside of the organization without necessary permission.
- l. Hacking into unauthorized websites.
- m. Introducing malicious software onto INDO Trust network and/or jeopardizing the security of the organization's electronic communication system.
- n. Passing off personal views as representing those of INDO Trust.

The Managing Trustee of INDO Trust shall nominate by a notification or circular the Electronic Media Supervisor among a senior staff of INDO Trust to monitor and supervise the adherence of this Policy by all the Employees of INDO trust. He shall be responsible to report to the Managing Trustee in writing whenever the incidents of violation take place in the organization or at least once in six months by verifying the all the electronic media including computers and internet.

INDO TRUST