



## Mobile Device Policy

This Policy outlines the rules, guidelines, and procedures for the use of mobile devices, such as smartphones and tablets, within the institution. This policy is essential to ensure the responsible and secure use of mobile technology while supporting the educational mission of the institute.

### Scope:

This policy is applicable to all the educational institutions running under Atmiya Group of Institutions managed by Sarvodaya Kelavani Samaj viz. Atmiya University, Shri M. & N. Virani Science College (GIA), Shree Atmiya Shishu Vidyamandir, Shri Sarveshwar Vidyamandir, Shri H. L. Gandhi Vidyavihar School (GIA). This policy is applicable to all students, faculty and researchers of the institutions.

### Training and Education:

The institute shall offer training resources or workshops on responsible mobile device usage and security. The institute shall also encourage digital literacy and cybersecurity awareness among students, faculty, and staff.

### Acceptable Use:

The mobile devices shall be used for academic purposes, communication, and research purpose within the campus.

### Ownership and Responsibility:

The mobile devices used on the campus can be owned by students, faculty, or staff and the responsibility of maintenance and security shall be owned by the concern.

### Security Measures:

The institute has a strong CCTV network so as to find the lost mobile device. Still security measures shall be taken by the individual to protect data and devices, such as password requirements, encryption, and remote device wiping in case of loss or theft.

### Network Access, Software and App usage:

The students, faculty, and staff can connect their devices to the institution's network by logging in the institutional cyberoam. There shall be restriction on the usage of data/video/websites of the non-academic nature. The students, faculty, and staff can install only appropriate and authorized applications on the mobile devices. All the applications and softwares shall be kept up to date for security reasons.

### Data Usage and Privacy:

The bandwidth and data usage shall be limited for the students, faculty, and staff members as per their cadre. The institute shall respect the privacy rights of the individuals.





# SARVODAY KELAVANI SAMAJ

Trust Registration No. F - 28, (RAJKOT)

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## Digital Citizenship and Etiquette:

The students, faculty, and staff shall be responsible for their digital behaviour such as netiquette and respectful communication in online forums and via messaging apps.

## Classroom and Campus Usage:

The mobile devices shall not be used during Library, Classrooms sessions and laboratory sessions. It can be used in during non academic sessions in classroom, laboratories and in common areas.

## Lost or Stolen Devices:

In case of a lost or stolen device, the individual shall report to IT support and CCTV office with details of date and time of lost.

## Review and Updating Policy:

Policy will be reviewed annually to measure its impact and effectiveness. It will be updated based on resolution taken in the review meeting. However under extraordinary circumstances, the managing trust can amend the policy as in response to specific needs or demands.



*K. Sarvach.*  
**Secretary**  
**Sarvoday Kelavani Samaj**  
**RAJKOT.**