



GitHub Organization Usage Policy

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Policy revision frequency	Every TWO years
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This policy is to ensure the best practices, secure collaboration, and institutional asset management aligned with global industry and academic standards within STI Myanmar University.

Applies to:

- Faculty members, staff, and students involved in computer science Faculty
- Full-time and part-time developers
- Contractors, interns, and research fellows
- Contributors to any institutional projects

Purpose

This policy establishes standardized and secure usage of the Computer Science Department's GitHub Organization to:

- Centralize management of academic, research, and development activities
- Maintain institutional control over data, projects and repositories
- Ensure version control, secure collaboration, and continuity even as individuals graduate or change roles
- Protect intellectual property and sensitive information

Scope

This policy applies to all use of the computer science department's GitHub Organization and any activity conducted therein, including repositories for courses, research, student projects, and department tools.

Access and Membership

- Access is limited to authorized faculty, staff, students, and approved external collaborators.
- Users must use institution-provided accounts under the official organization. **Personal GitHub accounts are not permitted for institutional work.**
- Membership roles include:
 - Owners – Department Head or designated IT lead
 - Maintainers – Faculty or project supervisors and Admin staff
 - Members – Students and collaborators
- Two-Factor Authentication (2FA) is mandatory for all users
- Access is revoked upon graduation, project completion, or change of role.

Centralized Management & Continuity

- The official GitHub Organization supports centralized oversight, reduces fragmentation, and ensures long-term access to institutional work

- All course repositories, research projects and shared codebases must reside within the organization to ensure:
 - Continuity of institutional knowledge
 - Ease of handover across cohorts or staff changes
 - Secure, auditable record-keeping

Repository Management

- **Repository Creation:**
 - Only organization maintainers (faculty) may create or manage course repositories.
 - Students are onboarded via GitHub Classroom, which automatically assigns them repositories under the organization.
- **Naming Conventions:**
 - Repositories must follow [UnitCode]-[ProjectName]-[Year] or [Research]-[Topic]
- **Assignments & Submissions:**
 - All assignments, collaborative projects, and submissions must be completed in the assigned organization repository.
 - **Only work submitted through the official repository will be assessed or recorded.**
- **Archiving:**
 - Projects and course repositories will be archived annually, and retained per academic record keeping policy.

Security & Data Protection

- No repository may contain personal data, passwords, API keys, or confidential records,
- GitHub Admins must:
 - Assign roles carefully and manage permissions via the STI's admin dashboard
 - Use a secure password manager to store credentials and administrative tokens
- All members are responsible for
 - Maintaining strong passwords
 - Using 2FA
 - Reporting any suspicious activity immediately

Code of Conduct

All members must:

- Uphold professional, inclusive, and respectful behavior
- Collaborate ethically, credit contributions and avoid plagiarism
- Comply with the STI's Academic Integrity and IT & IP policies

Faculty Responsibilities

Faculty must:

- Create and manage all course-related repositories only within STI
- Avoid storing or managing any institutional content on personal GitHub accounts
- Onboard students using GitHub Classroom
- Monitor repository activity and guide students on best practices in version control and documentation

Auditing & Compliance

- Compliance with this policy is **mandatory**.
- Usage will be periodically audited by the department or STI QA teams
- Violations may result in:
 - Revocation of access
 - Academic or disciplinary action
 - Escalation to the IT or Admin department(contact: admin@stiedu.net)

Support & Transition

For assistance with:

- GitHub Classroom onboarding
- Transitioning from personal to STI GitHub accounts
- Repository naming or documentation standards

Approval and Review

This policy applies to all campuses of the STI Myanmar University approved by the Board of Directors and will be reviewed annually to ensure relevance and effectiveness.