



IT Policy for Computer and Software Use

Policy version number	v02
Policy versions with revision dates	v01 March 2023 v02 March 2025
Policy revision frequency	Every TWO years
Policy revision due date	March 2027

IT Policy on Computer Configuration and Software Installation

This policy establishes guidelines to ensure the secure, ethical, and legal use of computers and software within the institution.

Applies to: All staff, faculty, students and visitors using institutional IT resources

Aim

This policy aims to:

- Protect institutional IT assets from unauthorized changes
- Prevent the use of pirated or unauthorized software
- Maintain compliance with licensing agreements and legal standards.

Scope

1. Configuration Management

- Users are not permitted to modify system settings, hardware configurations, or software installations on institutional PCs and laptops without prior approval from the IT department
- All institutional devices will be centrally managed and configured by the IT department to ensure standardization and security.

2. Software Installation

- Only software authorized and approved by the IT department is permitted for installation on institutional devices.
- Users are prohibited from downloading or installing software without prior approval.
- Software installation requests must be submitted via the official IT support system, specifying the purpose and license details.

3. Prohibition of Pirated Software

- The use, installation, or distribution of pirated or unauthorized software on institutional devices or within the network is strictly prohibited.
- Any use found in violation of this policy will face disciplinary actions as outlined in the IT Compliance Violation Procedures.

4. Device Monitoring and Audits

- The IT department reserves the right to monitor institutional devices for unauthorized configurations of installations.
- Regular audits will be conducted to ensure compliance with this policy.

5. Licensing and Compliance

- The institution ensures that all installed software is properly licensed and complies with vendor agreements.
- Users must report any suspected software licensing violations to the IT department immediately.

6. Personal Device Use

- Personal devices connecting to the institutional network must adhere to the same standards for software licensing and configuration.
- IT support for personal devices will be limited to ensuring secure connectivity.

Role and Responsibilities

- **IT Department:**
 - Enforce this policy and manage all software installations and configurations.
 - Conduct regular audits and respond to any incidents of policy violations
- **Users:**
 - Abide by the policy and report any issues or violations to the IT department.
 - Avoid unauthorized modifications to institutional devices.

Policy Violation Consequences

Violation of this policy will result in the following actions:

1. First Violation: Written warning and mandatory training on IT policy.
2. Second Violation: Suspension of device access and formal notice to the violator's department head.
3. Third Violation: Disciplinary action, which may include termination of employment or expulsion of students.

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.