



MAS EDUCATION CENTER

No. 17 (A), Pan Hlaing Avenue, Pan Hlaing Street, Sanchaung Township,
Yangon, Myanmar.

Phone : (95) 977 9922 386, 977 9922 387

Email : info@mas-education.com

Website : www.mas-education.com

MAS Information Technology Policy

Policy Number – MASP04

Effective Date – 01/01/2024

Last reviewed Date – 31/07/2024

Summary – Information technology resources

1. Policy Statement

IT policy is to ensure the proper use of the Accountancy School's information technology resources and to protect the confidentiality, integrity, and availability of the school's data.

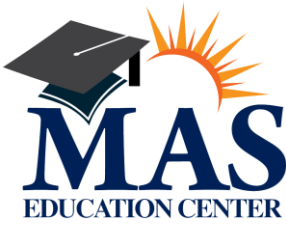
2. Scope

This policy applies to all students, faculty, staff, and any other individuals who use the school's IT resources.

3. Acceptable Use

General Use: IT resources are to be used primarily for academic and administrative purposes. Personal use is permitted if it does not interfere with the performance of job responsibilities, academic activities, or violate any policies.

Prohibited Activities: Users must not engage in activities that disrupt or harm IT resources, such as hacking, spreading malware, or accessing unauthorized areas. Harassment, offensive content, and illegal activities are strictly prohibited.



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4. Security

Account Management: Users must keep their passwords secure and not share them with others. Passwords should be changed regularly and meet complexity requirements.

Network Security: Users must ensure that devices connected to the school's network have up-to-date antivirus software and security patches.

Data Protection: Sensitive data must be stored securely. Encryption should be used for storing and transmitting sensitive information. Users must report any data breaches immediately.

5. Software use

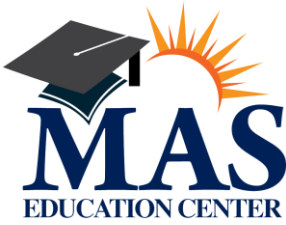
Licensed Software: Only licensed software approved by the IT department may be installed on school devices. The use of pirated software is strictly prohibited.

Software Updates: Users are required to install software updates promptly to protect against vulnerabilities.

6. Internet and Email Use

Internet Use: Access to the internet is provided to support academic and administrative activities. Users should not visit inappropriate websites or engage in excessive personal use.

Email Use: School email accounts should be used for official communication. Users must not send spam, chain letters, or use email for personal gain.



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7. Data Retention and Backup

Data Retention: Data must be retained in accordance with MAS's data retention policy. Users must not delete or alter records that are required to be preserved.

Backup: Regular backups of critical data will be conducted by the IT department. Users are encouraged to save important work on the school's network drives.

8. Reporting and Compliance

Incident Reporting: Users must report any IT security incidents, policy violations, or suspicious activities to the IT department immediately.

Compliance: Failure to comply with this policy may result in disciplinary action, including suspension of IT privileges, academic penalties, or legal action.

9. Review and update

This policy will be reviewed regularly by the IT department and updated as necessary to ensure its effectiveness and relevance.