



UNIVERSITY OF LAY ADVENTISTS OF KIGALI

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ICT POLICY

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INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

1. GENERAL INTRODUCTION AND CONTEXT

Having the knowledge without the practical skills is a big bone in the IT area, so here at UNILAK We redress that balance by providing to our student in Information and Communication Technology the laboratory using most up to date equipment and software available today.

At UNILAK, we make sure the independent study is well supported by Electronic Library (eLibrary) to support the Central library, internet facilities in all computers laboratories. The use of audio-visuals aids from black boards to LCD projectors are used to support teaching in all disciplines for the better achievements of excellent in learning in the University.

The ICT-UNILAK receives internet services from Broadband Systems Corporate (BSC) which is reliable, fast and based on broadband connectivity of 40 Mbps. The wireless access is available and covering all campus of UNILAK.

The mission of the Information Technology of UNILAK is to persistently strive for achieving excellence in computing and Information Sciences disciplines. It is being pursued through its spectrum of activities in software and hardware maintenance, networking and programming unit. The sustained effort is to assist the Faculty of Computing and information Sciences to produce computing and Information Sciences graduates with potential to design and develop systems involving the integration of software and hardware devices; innovative approaches to programming and problem solving as well as creative ways to use Computers; Large scale software systems; and computing infrastructure of an organization.

2. ACCEPTABLE USE POLICY INFORMATION & COMMUNICATION TECHNOLOGY

2.1 Definition

ICT Resources

All of the University's Information and Communication Technology Resources and facilities including, but not limited to: mail, telephones, mobile phones, voice mail, SMS, facsimile machines, email, eLearning, Computer Serves, the intranet, computers, printers, scanners, access



labs or other facilities that the University owns, leases or uses under License or by agreement, any off campus computers and associated peripherals and equipment provided for the purpose of University work or associated activities, or any connection to the University's network, or use of any part of the University's network to access other networks.

User/s

All employees, including full-time and part-time students, casual employees, any person enrolled in an award course of study at the University and any person registered to attend short courses, seminars or workshops in any unit of the University, including as well as all other persons including members of the general public, who have been granted access to, and use of, the University's ICT Resources. A member of the public reading public University web pages from outside the University is not by virtue of that activity alone considered to be a User.

2.2 Purpose

This policy defines what constitutes acceptable use of the Information and Communication Technology (ICT) resources of the University of Lay Adventists of Kigali. The University Of Lay Adventists Of Kigali is higher learning education institution, with the mission to promote education, scientific and technological research, community service and any other domain that shall contribute to the sustainable development of Rwanda.

The University's ICT resources are provided, operated and maintained for the use of members of staff, registered students and other authorized persons in furtherance of the aims and objectives of the University of Lay Adventists of Kigali in teaching, learning, research and outreach.

Users of the University's ICT resources have access to sensitive data and external networks. Consequently, it is important that they use these resources in a responsible, ethical and legal manner. In general, acceptable use means an accountable, rational and appropriate exercise of a freedom to use while respecting the rights of other computer users, the integrity of the University's Information and Communication Technology (ICT) resources and all pertinent license and contractual agreements.

2.3 Principles

(1) The University's ICT Resources exist and are maintained to support the work of the organisation. The University reserves the right to monitor the use of its ICT Resources and to deal appropriately with Users who use its ICT Resources in ways contrary to the conditions of use set out in this policy.

(2) Materials produced using the University's ICT Resources are to be generated subject to the relevant University policies (e.g. privacy and recordkeeping).



(3) The University will exercise its rights with regard to web based and other electronic documents in accordance with its Intellectual Property.

(4) The University accepts no responsibility for loss or damage, consequential loss or damage, or loss of data arising from the use of its ICT Resources or the maintenance of its ICT Resources.

2.4 Scope

This policy covers all aspects of the ICT resources of the University of Lay Adventists of Kigali wherever located. The policy is binding on all users of the UNILAK's ICT resources, be they staff, students or otherwise.

2.5 University Information & Communication Technology Resources

The ICT resources of the UNILAK include, but are not limited to, all items of

- Hardware
- Software
- Networking equipment, services and facilities
- Communication equipment, services and facilities
- Data and information

Examples of these ICT resources include, but are not limited to:

- Central computing facilities
- Financial and other enterprise applications
- The Campus Area Network (CAN)
- The University WAN
- LANs
- Electronic mail
- Internet access
- Internet and Intranet Web servers
- Web pages
- Public computing facilities
- Voice telephony systems
- Wireless network systems
- Human resource data
- Student data
- Learning and teaching platforms and systems



2.5 Acceptable Use

University information systems are to be used solely for University-related business, inclusive of teaching and learning processes. However, personal use of computers may be permitted if, and only if, such use conforms to the general university regulations and do not interfere with University operations, degrade its goodwill or negatively impact intended learning outcomes of students or performance of duties by employees.

2.6. Unacceptable Use

Use of the UNILAK's ICT resources is a privilege extended by the University to its staff, registered students and others. Any use of the ICT resources of the UNILAK will be considered an unacceptable use if it:

Conflicts with the aims and objectives of the University of the Lay Adventists of Kigali or Breaches any statute or ordinance of the University of the Lay Adventists of Kigali or could result in legal action being taken against the University of the Lay Adventists of Kigali or Violates national laws.

Examples of unacceptable use include, but are not limited to:

- Intentionally circumventing or compromising the security controls or integrity of the University ICT resources or any other computer or communication network resource connected to it.
- Intentionally denying access to or interfering with any network resources, including spamming, jamming and crashing any computer.
- Using or accessing any University ICT resource information or data, without proper authorization, or in a manner inconsistent with the authorization.
- Using the University ICT resources to attack computers, accounts, or other users by launching viruses, worms, Trojan horses, or other attacks on computers in the University or elsewhere.
- Conducting commercial activity not duly approved in writing by the University.
- Using the University's ICT resources to misrepresent or impersonate someone else.
- Using the University's ICT resources for any purpose which the University deems obscene or offensive.

2.7 Penalties for Unacceptable Use

Where there is evidence of unacceptable use, the University may restrict or prohibit the use of its



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ICT resources. Violations of this policy shall be treated in accordance with applicable University Statutes, Ordinances, Rules and Regulations.

Approved by Academic Senate

Dr Jean NGAMIJE

The Chairperson of Academic Senate