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NORTH-WEST UNIVERSITY
NOORDWES-UNIVERSITEIT
YUNIBESITI YA BOKONE-BOPHIRIMA

INFORMATION AND COMMUNICATION TECHNOLOGY POLICY ON FAIR USE

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INFORMATION AND COMMUNICATION TECHNOLOGY POLICY ON FAIR USE

Preamble

Against the background of the dream to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care, the Council of the North-West University (NWU) has adopted this policy to provide the framework for responsible management of Information and Communication Technology (ICT).

1 Interpretation and application

This policy must be interpreted and applied in a manner consistent with the –

- 1.1 Constitution of the Republic of South Africa, 1996;
- 1.2 Higher Education Act, 101 of 1997;
- 1.3 Promotion of Access to Information Act, 2 of 2000 (PAIA);
- 1.4 Electronic Communications and Transactions Act, 25 of 2002 (ECTA);
- 1.5 Regulation of Interception of Communications and Provision of Communication-related Information Act, 70 of 2002 (RICA);
- 1.6 Protection of Personal Information Act, 4 of 2013 (POPIA);
- 1.7 International Code of Practice for Information Security Management (ISO 27002);
- 1.8 European Union Directive on Privacy and Electronic Communications (EU Directive);
- 1.9 All other legislation and international instruments applicable to ICT;
- 1.10 Regulations for Reporting by Public Higher Education Institutions issued in terms of the Higher Education Act, 1997;
- 1.11 Statute of the North-West University;
- 1.12 All related information and technology related policies as defined in the NWU Information Governance Framework.

2 Definitions

In this policy and for the purposes of the governance, management, operation and use of ICT at the NWU –

“ICT” means information and communication technology, and where it is indicated by the context, it refers to the NWU’s information and communication technology department;

“ICT architecture” means an integrated set of technical ICT choices made to guide the university in satisfying core needs and requirements;

“ICT facilities” include –

- ICT hardware provided by the university, such as PCs, laptops, tablets, smart phones and printers, all electronic, audio-visual, fire detection and other security or facilities control infrastructure and related technologies, software, data and authorised access to these systems;
- software provided by the university, including operating systems, office application software, web browsers and special deals for employees and students on commercial application packages;
- data provided by the university, or that the university arranges access to, including online journals, data sets and citation databases;

- access to the network provided or arranged by the NWU, including network connections in halls of residence, on campus Wi-Fi and connectivity to the internet from computers of the university;
- online services arranged by the NWU, including Office 365 and Google Apps; and
- ICT credentials, including users' NWU logins and any other token such as an e-mail address, smartcard, Eduroam access and dongles issued by the University to identify users when using ICT facilities;

“**ICT infrastructure**” means all the underlying technology that makes ICT function, including servers, the network, personal computers, printers, operating systems, databases and all other hardware and software required to ensure the reliable, efficient and secure delivery of ICT services;

“**UMC**” means the University Management Committee; and

“**user**” means anyone using the ICT facilities of the NWU, including students, employees, visitors to NWU's website, anyone accessing the NWU's online services from off-campus, external partners, contractors and agents based onsite while using the NWU's network, or offsite when accessing the NWU's systems, tenants of the NWU using computers, servers or the network of the NWU, visitors using the NWU's Wi-Fi and anyone associated with another institution while logging on via Eduroam.

3 Policy statement

It is the policy of the NWU that –

- 3.1 ICT decisions made by any component of the university may be made only within the established set of standards, architectures and infrastructure, while keeping in mind –
 - the interconnected nature of ICT;
 - that most ICT decisions have university-wide implications;
 - the need to enable cost effective operations and to manage risk; and
 - that local decisions must in principle be funded from the resources of the component concerned;
- 3.2 the university's ICT facilities must be used safely, lawfully and equitably; and
- 3.3 the university's ICT facilities are made available to users for the purposes of promoting the achievement of the NWU's mission.

4 Monitoring

- 4.1 The ICT department may, subject to the applicable legal limitations, monitor and record the use of the university's ICT facilities for the purposes of –
 - detecting, investigation or preventing misuse of the facilities or breaches of rules and or policies of the university;
 - ensuring the effective functioning of the facilities; and
 - the effective and efficient planning and operation of the facilities.
- 4.2 The ICT department may, in consultation with the registrar, provide information regarding the infringement of rules or the law to appropriate law enforcement agencies or any other organisation whose regulations have been breached by a user.

5 Fair use guidelines

- 5.1 The Chief Director Information Technology may, subject to the approval of the Deputy Vice Chancellor: Campus Operations and Information Technology prescribe and maintain guidelines for the fair use of the NWU's ICT facilities and must cause the guidelines to be accessible online to all users.
- 5.2 In order to ensure that the university's ICT facilities are used safely, lawfully and equitably, the fair use guidelines apply to anyone using those facilities, including hardware, software, data, network access, third party services, online services and ICT credentials.

6 Roles and responsibilities

- 6.1 The demand for ICT goods is managed on a centralised basis by the Chief Director: Information Technology, with due regard to general and technical standards and guidelines set by the relevant ICT division and budgetary constraints.
- 6.2 The final decision in respect of IT goods requirements is made within each ICT division with regard to their specific area of responsibility, subject to institutional standards guidelines set by the ICT division concerned.