DRAFT ICT WORK PLACE POLICY

KIRYANDONGO DISTRICT

DOCUMENT DETAILS

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CONTACT FOR INQUIRES FOR ENQUIRIES AND PROPOSED CHANGES

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LIST OF ACRONYMS

CAO	:Chief Administrative Officer
ICT	: Information And Communication Technology
IT	: Information Technology
EMAIL	: Electronic Mail
SMS	: Short Messaging Service
MMS	:Multi Media Service
HOD	:Head of Department
DEC	:District Executive Committee

Contents

1.0 INTRODUCTION

This document is targeted towards Kiryandongo Local Government and town council in an attempt to promote good practices and use of information Technology (IT)

The nature of the work of the employees of Kiryandongo District Local Government is entirely embedded in the delivery of high quality services to the community.

This document shall therefore act as a guideline for use of Information and Communication when delivering service to the community/public.

This document assumes that the reader has some familiarity with basic IT and Internet terminology, development and design .It summarizes key aspects of IT issues and is intended to act as a ready reference guide.

This document has four (5) main sections:

1. Introduction
2. Operation of IT equipments
3. District monitoring and Auditing functions
4. Breaches of the policy
5. Implementation and Review

The general principles underpinning this policy are;

1. Maintain an ethical, safe and supportive working and services delivery environment.
2. Guide employees in making informed decision about the use of ICT items and assets.
3. Ensure the privacy and protection of our employees and communities we work with and communities we work with.

4. Remind employees about the right of the Kiryandongo District Local Government to access Kiryandongo District Local Government computers, network, internet logs and email for various purposes including auditing, forensic data gathering, planning and fault determination.
5. Ensure appropriate accountability and procedures are in place to monitor use of ICT items, assets and networks.
6. Ensure that ICT items, assets and networks in the workplace are not used improperly or illegally.

This policy sets out the basis upon which all employees are able to use the ICT facilities provided by the employer and acceptable use of personal ICT items, assets and networks when interacting with others in what can reasonably be perceived as a work related context.

The use of information and communications Technology in this context is to be consistent at all times with the vision and mission statement and the standing order under which all employees are engaged. The policy confers certain privileges on employees and details their responsibilities in relation to both official and personal use of Kiryandongo District Local Government resources.

1.2 SCOPE OF THE POLICY

This policy relates to the use of computers, mobile phones and any associated networks or networking equipment, corporate system including email systems, IFMS and emerging technologies and applies to all employees including (volunteers and interns) and contractors of Kiryandongo District Local Government and offices. It is not intended to be exhaustive and cannot anticipate all current and future uses of Information and communications Technology. If any employee is unsure about interpreting the policy, he/she is responsible for discussing this with the CAO as soon as possible. Kiryandongo District Local Government expects users to make responsible choices when using Information and Communication Technology and attempt to ensure employees and understand the implications of their choices. Responsibility for appropriate use of the technologies lies with the user.

2.0 PROVISION OF ICT TO EMPLOYEES

All ICT devices and password that are provided to employees remain the property of the Kiryandongo District Local Government. They are allocated to the employee to assist in the execution of the duties their position requires.

Where a staff position of Kiryandongo District Local Government is deemed to require access to ICT asset like laptop, desktop, ipad, Mobile smart phone, email or password, the type of ICT asset or item will be determined by the CAO with conjunction with the ICT officer.

2.1 GUIDELINES FOR USE OF ICT EQUIPMENT

1. The ICT unit s shall ensure that configurations of the components of the network or system shall be documented for the purpose of maintenance and future planning
2. Only staff (including volunteers and interns within the District are authorized to use IT equipment, software and network resources. Any other person will be required to seek approval from IT unit for use of IT equipment and resources. Thus all staff to be considerate in the use of government resources that is to say not to be wasteful.
3. The IT unit in line with the procurement and Disposal unit shall ensure that there is sufficient warranty on all IT equipment and software in use.

2.2 PERSONAL RESPONSIBILITY FOR ICTS EQUIPMENT/SAFETY PRECAUTIONS

1. All employees are warned to use IT resources only for authorized purposes

2. All employees must maintain password security on Kiryandongo District Local Government devices and either lock their computer screen or log-out when they leave their work area to avoid unauthorized access to confidential information.

3.All employees are advised to scan any external disk CD), flash disk, hard disk etc with an updated Antivirus before using the same on the network/desktop to minimize the risk of virus infection.

4. The right to install any software shall be a reserve of the ICT officer and only legal versions of copyright software in compliance with vendor license requirement shall be installed

5. Portable ICTS assets have to been assets registered with finance and each employee is accountable for all of the hardware and peripheral s that have been supplied. These ICT assets must be returned for verification purposes as requested, when on extended leave and at the conclusion of employment.

6. All employee s are responsible for the security of devices supplied to them by the Kiryandongo District Local Government at all times.

7.Portable ICT items and assets like phones, ipad and laptops should not be left in vehicles for both security and possible damage perspective (due ambient heat). If this is occasionally unavoidable for a short period of time, the device must be locked in appropriate compartment/boot out of public view.

8. All claims of loss or theft will be subject to investigation by Kiryandongo District Local Government internal Audit, to ensure that malicious damage or a willful breach of policy has not occurred. All damages, loss or theft must be reported within 24 hours (or as soon as possible thereafter) to the police where necessary and to the CAO and ICT officer.

9. The employee is responsible for all electronic mail originating from their account

2.3 ACCEPTABLE USE FOR ICTS EQUIPMENT

Kiryandongo District Local Government includes activities such as (but not limited to) the following as acceptable use of ICTS:

1. Facilitating, gathering and disseminating information for work related projects

2. Encouraging collaborative projects and resource sharing

3. Fostering innovation in the work place

4. Building broader infrastructure in support of service delivery and research

5. Fosteringprofessional development

6. Undertaking administrative functions that support Kiryandongo District Local Government.

7. Accessing work related information and resources

8. Administration and administrative support.

9. Research for educational and administrative purposes

10. Support of services delivery

11. Addressing professional and cordial communication with other departments and external work colleagues and stakeholders such as line ministries

12. Accessing employment related information

All employees shall not engage in any use of ICT items and assets that may be considered questionable, controversial or could potentialdamage thereputation of Kiryandongo District Local Government such as pornographic matter, online fraud, sharing of unpleasant news etc

2.4 WHAT IS UNACCEPTABLE USE OF ICTS EQUIPMENT

Employees must not use ICTS for any of the following purposes:

1. Abuse, defame, harass or discriminate others.
2. Send or receiveobscene or pornographic material.
3. Injure the reputation of or embarrass Kiryandongo District Local Government
4. Spam, unauthorized mass mail or send or receive chain mail.
5. Loading of unlicensed or unapproved software.
6. Infringing the copy right or other intellectual property rights of another person (in particular, but not limited to, copyrighted music and video files).
7. Perform any other unlawful or inappropriate act.
8. Unauthorized copying of programs and systems files.
9. Unauthorized use of another employee’s password.
10. Use of computer programs to decode passwords to access control information.
11. Forgery or attempted forgery of electronic mail messages.
12. Reading/deleting or modifying the electronic mail of others.
13. Personal profit or gain.
14. Waste shared computing or network resources, for example, by printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.

Comments that are not appropriate in the work place will also be inappropriate when sent by email or SMS. These messages can be easily misconstrued and so employees must choose their words carefully and express themselves in a clear and professional manner.

2.5 SAFETY OF ICTS EQUIPMENT

1. All ICT electrical equipment should be maintained regularly as deemed by the ICT officer.
2. The ICT unit in conjunction with the office of the CAO shall ensure that fire extinguisher in the equipment rooms are serviced before their next due date.
3. IT personnel shall ensure that connecting cables (to keyboards, mouse etc.) do not hang over the front of the computer workstation.
4. Training loops of cable at the rear of machines should be tied to allow easy access to equipment for maintenance and prevent equipments from being dragged accidentally from the workstation.

The ICT unit in conjunction with the engineering department shall ensure that there is;

a) Cover and secure trailing power cables.
b) Replace worn out leads or damaged plugs.
c) Don't overload circuits, particularly when using long extension leads, as power surging can occur if much IT equipments is connected to a circuit
d) Avoid coiled cables, as the heat generated within them could be sufficient to start fire.
e) Be aware of accidental damage, particularly any cuts to power cable insulation, and also damage from dust, spilt liquid.
f) Ensure that the correct fuse rating is fitted to the IT equipment.

3.0 DISTRICT MONITORING AND AUDITING

Electronic information including emails and files stored on the district servers, computers and network resources are considered to be an open record much like written or printed documents and can be requested for at any time. The district reserves the right to review outgoing and incoming emails sent to and from the district email program

Electronic Information including emails and files may also become available to other under the following circumstance

1. Software and hardware Failure
2. User error or mis configuration

Network Administrator may have access to data while

1. Performing Routine Operations or pursuing apparent streams and user problems
2. Protecting the integrity of kiryandongo District Local Government ICT systems and the right and property of kiryandongo District Local Government
3. Protecting the rights of individuals working in collaborative situations where information and files are shared
4. Where there are grounds to suspect breach of the policy

The network administrator is required to report apparent improper or illegal activities that they discover to the CAO. Breaches of Policy or potentially illegal use will be referred to Human Resource Services and as required to the police for further Investigation. No guarantee of Complete Privacy is made or implied in the Provision of ICTs to employees by the district.

For legal purpose email has the same standing in court as paper documents and can be discoverable by the way of court order or subpoena in a range of matters that can be brought against the District or the employee

4.0 BREACH OF THE POLICY

ICT resources provided to the employees are valuable and limited resource and kiryandongo District local Government expects that they will be respected according to this policy .

Should this not be the case any proven breach of this policy can result in but is not limited to any one of the following ;

1. Loss of Individual access to system
2. Loss of Individual access to various ICT item or asset
3. Disconnection of the entire Site from the District Network
4. Appropriate Administrative sanctions and disciplinary action
5. Summary Dismissal subject to the appropriate process
6. Notification to the external agency
7. Criminal Charges or Legal Proceeding in accordance with the law

Employees must report any suspicious SMS, MMS, email or use of ICT items and assets that may be in breach of this policy to the ICT officer. Any such messages or record of use must not be deleted as they may required investigations , failure to report may result in the employee being held accountable for the breach

5.0 IMPLEMENTATION AND REVIEW

All Heads of a Departments and sections ,Town clerks, SAS are responsible for the implementation of this Policy in their respective areas.

The ICT officer is responsible for the regularly reviewing the Practical Application of this Policy and advising the CAO of the need for the Modification to any aspect of the document. All new Employees must be provided with a copy of this policy as part of their induction Information package

Drawn by ICT Officer

Isingoma Julius

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Revised by the acting Principle Internal Auditor

Kwizera Zephaniah

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ICT Work place policy sign off

This ICT WORK place policy is written for Kiryandongo Distict Local Government

And has been presented to the District Executive Council and approved

Signed: ………………………………………   Date: ……………………………

Chief administrative officer

Kiryandongo District

Signed: ………………………………………   Date: ……………………………

Chair DEC

Kiryandongo District