KUMI UNIVERSITY

ICT POLICY

2025 - 2029

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Official Approval

Confirmed on this day ……6th……..of ……February…… 20……25……..

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His Lordship Justice Ajiji Alex Mackay
Chairperson
Kumi University Council

Signed on this day……7th……of ……February…… 20……25……

……
Prof. Jong-In Hong
Vice Chancellor,
Kumi University

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A Word from Chairman of University Council

Kumi University was established to address the socioeconomic challenges that were posed by war, cattle rustling and insurgency in the Teso sub region. I am happy that the University has surpassed numerous challenges including the COVID 19 pandemic and is in a position to acquire a Charter status.

The University Council is fully committed to provision of good quality, credible education and services as a world class higher education institution in Uganda and the region. We fully support the Government of Uganda's international commitments such as the United Nations (UN) Agenda 2030 on Sustainable Development Goals (SDGs), especially goal # 4 to *"ensure inclusive and equitable quality education and promote lifelong learning opportunities for all"*. Uganda is also a signatory to the African Union's declaration for provision of quality education as a requisite for achievement of the Africa Vision 2063.

Uganda's vision 2040 commits government to provide education as a human right. The privatization and liberalization policies have widened access to quality education by enlisting the participation of private actors like Kumi University. Good quality, accessible and affordable education has also been consistently underscored by the National Development Plans (NDPs, I - IV). The University remains compliant with the regulatory functions of the NCHE as well as the 2008 Education Act for the delivery of a high level quality and affordable education service, and; guidelines for professional and ethical conduct of our personnel.

As a Christian founded, private Higher Education Institution, Kumi University seeks to contribute to these national aspirations and yet remain relevant to the needs of local communities in the Teso sub region. These policies are a welcome step for ensuring that admissions, teaching and learning processes, assessments, research, and stakeholder engagements are well aligned with the NCHE regulations, standards and guidelines. The University Council remains committed to providing all the support required to facilitate professional best practices in the University.

For God and my Country

His Lordship Ajiji Alex Mackay
Chairman, Kumi University Council

Foreword by the Vice Chancellor

Kumi University is a private higher education institution in Uganda licensed by the Ministry of Education and Sports since 2004 and is in advanced stages of acquiring a Charter status. As a Christian faith-based institution, we are committed to academic excellence and nurturing servant leaders through integrity, and the spirit of service by emphasizing character development and mentorship in dormitory-based community life experience.

The University promotes community engagement through service-learning to address societal challenges and ensures that community service is a core curriculum requirement. Kumi University also remains a global player in research and innovation by promoting international collaborations, student exchange, and partnerships with institutions in Korea, Japan, and the U.S. We will endeavor to upgrade the infrastructure, including classroom renovations, dormitories, a modern library, and online learning facilities.

Policy development is another indicator that Kumi University is fully compliant to supervision and guidance by the National Council for Higher Education (NCHE) under the UOTIA cap 262. Regulation 9 of Statutory Instrument 34 of 2008 (QAR) requires institutions to develop quality assurance systems.

The ICT Policy of Kumi University (KUMU) serves as a cornerstone for fostering a secure, efficient, and innovative technological environment that supports the institution's academic, administrative, and research endeavors. In an era where digital tools and information systems are integral to higher education, this policy provides clear guidelines to ensure the responsible use of ICT resources, protect sensitive data, and uphold the university's core values of integrity, excellence, and inclusivity. By promoting best practices in cyber security, data management, and technology use, the ICT Policy aims to enhance productivity, facilitate seamless communication, and enable all stakeholders; students, staff, and faculty members to fully leverage the power of technology in achieving their goals. This document reflects our commitment to providing a robust ICT infrastructure that aligns with the university's strategic vision while adhering to national and international standards.

Prof. Jong-In Hong

Vice Chancellor

PREAMBLE

The purpose of this Policy is to describe and document the ICT policies and procedures that will support Kumi University (KUMU) in achieving its goals and objectives across all teaching, learning, research, and administrative units. This policy aims to enhance effectiveness and efficiency in all University operations.

In developing these policies, Kumi University has aligned them with other existing institutional policies and globally recognized ICT best practices. The University is committed to ensuring the widespread dissemination of this Policy to all relevant user groups.

Policy Review and Updates

The ICT Policy will be reviewed periodically to maintain its relevance and alignment with the evolving goals and objectives of Kumi University.

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GENERAL SCOPE

The ICT policy applies to all KUMU Departments, faculties and administration units

These areas:

i. ICT Governance
ii. University Data Communications
iii. Cyber Security
iv. Software Development and Acquisition
v. ICT Service Management
vi. ICT Skills Capacity Building
vii. ICT Services Support
viii. Telecommunications and Unified Communications
ix. ICT Procurement
x. Social Media
xi. Software Licensing and Ownership
xii. Information Systems and Data Warehousing
xiii. Special Needs ICT Usage
xiv. Use of ICT Resources
xv. Use of Artificial Intelligent
xvi. Compliance and enforcement

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ABBREVIATIONS AND ACRONYMS

FRINIC	African Network Information Center
BYOD	Bring Your Own Device
CCTV	Closed Circuit Television
DNS	Domain Name Services
ICANN	Internet Corporation for Assigned Names and Numbers
ICT	Information and Communications Technology
IP	Internet Protocol
LAN	Local Area Network
PDCA	Plan, Do, Check, Act
PPDA	Procurement and Disposal of Public Assets Act
WAN	Wide Area Network
KUMU	Kumi University

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ICT GOVERNANCE POLICY

1.0 Introduction

KUMU provides a comprehensive range of computing and networking services to its stakeholders, including students, staff, and partners. These resources support teaching and learning, research, and administrative functions.

KUMU is dedicated to Uganda’s growth by producing highly skilled graduates and offering technical and technological support to various community sectors. The university aims to establish itself as a leading center of excellence in ICT, comparable to the best globally, with a focus on fostering innovation in business and technology.

KUMU's ICT Policy serves as a framework for the effective use of ICT in achieving the university's goals. It outlines the implementation, development, and maintenance of ICT resources, ensuring their optimal allocation and promoting their safe and sustainable use. The policy also establishes guidelines to maintain consistency, control, and smooth interaction with ICT technologies.

1.2 Policy Objectives

The KUMU ICT Policy outlines a comprehensive framework designed to support the institution's mission of academic excellence, research, and innovation through effective and secure use of technology. The policy includes the following key areas, each with specific objectives and strategies:

- Facilitate the efficient and secure use of ICT in teaching, learning, research, and administration.
- Enhance ICT infrastructure and ensure equitable access for all stakeholders.
- Safeguard university data and resources from misuse or security threats.

- Promote innovation and digital literacy across the university community.

1.3 Policy Scope

The Kumi University ICT Policy applies to all individuals and entities that access or use the university's ICT resources, including but not limited to students, staff, contractors, and external partners. The policy covers all ICT systems, infrastructure, devices, software, and data owned, leased, or managed by the university, as well as personal devices connected to the university network.

This scope extends to the use of university-provided services such as email, internet access, e-learning platforms, and cloud services, whether accessed on-campus or remotely. It also encompasses all forms of data, including academic, research, administrative, and personal information, ensuring its confidentiality, integrity, and availability.

By defining the scope, Kumi University aims to create a secure and efficient ICT environment that supports its mission and objectives while complying with relevant legal, regulatory, and institutional requirements.

1.4 Policy Statement

Information and Communication Technology (ICT) facilities at KUMU consist of electronic and mechanical tools designed to store, process, analyze, and transfer information.

KUMU is dedicated to ensuring the safe, effective, and efficient use of its ICT facilities by all stakeholders, including academic and administrative staff, students, and visitors.

The university is also committed to training graduates to create innovative ICT solutions that address modern global challenges with greater security, efficiency, and effectiveness.

1.5 Vision and Mission Statement

The Vision of KUMU is "To be a world class center for quality and affordable, community tailored higher education." and

The Mission of the University is "To respond to Gods call and needs of individual and communities in Uganda and the great lakes region through partnership in higher education, training and capacity building as God enables by his Grace".

UNIVERSITY DATA COMMUNICATIONS

2.0 Introduction

a) KUMU recognizes the importance of integrating ICT across its operations: teaching, learning, administration, and research. Advances in technology have created opportunities to improve service delivery. Central to this is the University's Data Communications Network, which serves as the backbone for ICT services. This policy aims to ensure a structured approach to network management, centralized under the Network Operations Center (NOC).

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b) The University Data Communications Network will be categorized as follows:

i. ICT Infrastructure Rollout

ii. Digital Network

iii. University Wide Area Network (WAN)

iv. Campus Local Area Networks (LANs)

v. Wireless Access Provision

vi. Remote Access

vii. Access to Computing Infrastructure and ICT Services

2.1 Objectives

The policy guides the development, rollout, maintenance, and usage of the University's network backbone to ensure resilience, stability, and high uptime. It aligns the backbone's usage with Kumi University's strategic goals.

2.3 Scope

This policy applies to all university units involved in teaching, learning, administration, research, contractors, and authorized third-party entities.

2.4 Policy Statements

2.4.1 Broad Network Policy

2.4.1.1 The Backbone

KUMU will provide a resilient, secure, and fast data communications network to support the University's information processing, storage, dissemination, and access needs.

2.4.2 ICT Infrastructure Rollout

2.4.2.1 ICT Provision Plan

The University will adopt a five-year ICT infrastructure rollout plan aligned with its strategic goals. This plan will address evolving computing needs, growing backbone usage, and technological advancements while ensuring cost efficiency and sustainability.

2.4.3 Backbone Expansion

a) The ICT Department will maintain an updated Enterprise Architecture for aligning business requirements and ICT investments.

b) Backbone expansions require ICT Department approval for design alignment.

c) A centralized Data Center will serve as the sole repository for university databases and web hosting.

d) New technology implementations will undergo professional testing for compliance with standards.

e) Annual budgeting cycles must include departmental ICT requirements.

f) Structured cabling standards will ensure uniformity across university units.

2.4.4 Digital Network

2.4.4.1 Definition

The University Network encompasses all equipment involved in transmitting and routing digital communications within KUMU.

2.4.4.2 Digital Network Components

a) ICT Department manages the digital network infrastructure.

b) Periodic reviews will define methodologies for external data access.

c) Centralized monitoring of the network ensures service continuity.

d) Domain Name Services (DNS) will be centrally managed.

e) Redundancy will be built into core network components for reliability.

f) The network backbone will connect authorized access points.

g) All network access will be controlled by the ICT Department.

h) The University will own its Internet Protocol (IP) space and domain names.

2.4.5 University Wide Area Network (WAN)

2.4.5.1 Definition

The WAN connects all university campuses into a single network.

2.4.5.2 WAN Components

a) External campuses will link to the main campus with survivability provisions.

b) WAN links will use resilient high-capacity transmission media like optical fiber.

c) WAN configurations must align with the University's ICT standards for security and performance.

2.4.6 Campus Local Area Network (LAN)

2.4.6.1 Definition

Each campus' internal network constitutes its LAN, managed by designated technical administrators under ICT Department supervision.

2.4.6.2 LAN Structure

a) LANs will adhere to security and resilience standards.

b) Structured cabling and configurations must follow approved standards.

c) LAN modifications require ICT Department approval.

d) Network health monitoring is an ICT Department responsibility.

2.4.7 Wireless Access Provision

2.4.7.1 Definition

Wireless access allows internet connectivity via authorized Access Points.

2.4.7.2 Wireless Access Structure

a) The University will provide reliable, secure wireless access campus-wide.

b) Only approved Access Points will transmit wireless signals.

c) Wireless Access Points will comply with network security standards.

d) ICT Department will monitor and support wireless access infrastructure.

2.4.8 Remote Access

2.4.8.1 Definition

Remote access enables approved users to connect to university resources securely from public networks.

2.4.8.2 Remote Access Structure

a) ICT Department will define and implement secure remote access standards.

b) Remote access is limited to authorized users, including distance learning participants.

c) Users must comply with Cybersecurity Policy requirements.

d) ICT Department will monitor remote access usage.

2.4.9 Access to Computing Infrastructure and ICT Services

2.4.9.1 Server Rooms and Network Equipment

a) Server room access is restricted to authorized personnel.

b) Movement of network equipment requires ICT Department authorization.

c) All equipment will be labeled according to University specifications.

d) The ICT Department will maintain an updated equipment asset register.

e) University units will follow a service schedule for network equipment.

f) All ICT installations will comply with approved specifications and standards.

2.4.9.2 ICT Services

a) Centralized management of university email services and storage quotas.

b) Central hosting for all university websites and portals.

c) Effective web cache management to optimize bandwidth.

d) Provision of secure intranet and web portal access.

e) ICT services will cater to special user groups and guest access.

f) ICT equipment audits may occur without prior notice for security purposes.

2.5 Policy Approach

The ICT Department will oversee and ensure the implementation of this policy.

KUMI UNIVERSITY CYBER SECURITY POLICY

3.1 Introduction

Cyber security at Kumi University involves safeguarding the institution's digital infrastructure and information assets to maintain their confidentiality, integrity, and availability.

3.2 Policy Objective

To ensure the protection, resilience, and stability of all University ICT infrastructure, information, and services against cyber threats.

3.3 Policy Scope

This policy applies to all University-owned ICT infrastructure, digital information, and services.

3.4 Policy Statements

3.4.1 General Use and Ownership Policy

3.4.1.1 Roles

a) **Council Committee on Quality Assurance, ICT, and Gender (CQAICT):**

i. Owns all cyber security risks.

ii. Provides leadership for cyber security governance.

iii. Defines the University's information risk appetite.

b) **Directorate for ICT Support (THE UNIT RESPONSIBLE FOR ICT):**

i. Conducts periodic risk assessments and implements security controls.

ii. Maintains an updated ICT risk register aligned with the National Information Security Framework.

iii. Develops and tests a Business Continuity and Disaster Recovery Plan.

iv. Audits systems and infrastructure using the PDCA cycle.

v. Maintains secure configuration baselines for hardware and software.

vi. Implements a patch management plan.

vii. Deploys network filtering to mitigate malware threats.

viii. Controls and audits ICT administrative privileges.

ix. Monitors and analyzes ICT network event logs.

x. Controls the usage of network ports and implements wireless protection mechanisms.

xi. Leads periodic security awareness training.

xii. Ensures active malware protection on all ICT equipment.

xiii. Establishes ICT handover procedures aligned with HR policies.

xiv. Enforces secure access and acceptable usage of University ICT resources.

c) **Users:**

i. Comply with the cyber security policy.

ii. Report any incidents to The Unit responsible for ICT

3.4.2 Conditions of Usage

3.4.2.1 Unacceptable Usage

The following activities are strictly prohibited:

a) Sharing access passphrases.

b) Using pirated software.

c) Using unauthorized peer-to-peer software.

d) Actions violating the Computer Misuse Act (2011) or Antipornography Act (2014).

e) Breaching copyright or intellectual property laws.

f) Introducing malicious software to University devices.

g) Disrupting University ICT operations.

h) Unauthorized penetration testing or network reconnaissance.

i) Using University resources for external attacks or spamming.

j) Conducting gambling or personal commercial activities.

3.4.2.2 Suspension and/or Termination of Access

Access termination may occur due to:

a) End of employment or student tenure.

b) Requests from University management or HR.

c) Violation of unacceptable usage policies.

3.4.3 Bring Your Own Device (BYOD)

a) No sensitive University information may be stored on personal devices.

b) THE UNIT RESPONSIBLE FOR ICT will provide protective measures for BYOD users.

c) The University reserves the right to audit personal devices in case of security concerns.

d) Devices must be registered with The Unit responsible for ICT.

3.4.4 Password Policy

3.4.4.1 Rules

a) The Unit responsible for ICT will define password strength and lifecycles.

b) Default system passwords must be changed.

c) Users must maintain password confidentiality.

d) Centralized authentication mechanisms will be implemented.

e) All local applications must support password encryption and role segregation.

3.4.5 Computer Lab Facility Security

Heads of Departments must ensure:

a) Compliance with ICT-approved configurations.

b) Regular checks for unauthorized connections.

c) Restricted access to authorized users.

d) Physical security measures against theft, water, fire, and dust.

e) Proper labeling and maintenance of equipment.

3.4.6 Data Center/Server Room Security

The Unit responsible for ICT will ensure:

a) Secure locations for Data Centers away from high-traffic areas.

b) Access control mechanisms with CCTV monitoring.

c) Protection against intrusion, water, dust, and fire.

d) Backup power solutions and protection against power surges.

3.4.7 Access Control

The University will:

a) Implement and periodically update SMART access control technologies.

b) Manage access to University facilities for staff, students, and visitors.

c) Deploy CCTV for monitoring access points.

3.5 Policy Approach

The Unit responsible for ICT will oversee the implementation and maintenance of this policy.

KUMI UNIVERSITY SOFTWARE DEVELOPMENT AND ACQUISITION POLICY

4.1 Introduction

Over time, Kumi University has acquired, developed, and deployed software in a disjointed manner. To improve efficiency and resource utilization, this policy establishes a standardized approach for software development and acquisition, leading to higher-quality software and better outcomes for users.

4.2 Policy Objective

The objective is to define and implement a software development and acquisition methodology to enhance efficiency, information assurance, and value for University resources while rationalizing ICT operations.

4.3 Policy Scope

This policy applies to all software used for University functions, whether developed internally (in-house or outsourced) or acquired off-the-shelf.

4.4 Policy Statements

a) **The Unit responsible for ICT** shall periodically define the Systems Life Cycle methodology for:

i. Systems and software engineering (in-house and outsourced).

ii. Acquisition of off-the-shelf software.

iii. Software maintenance.

b) All software must undergo testing and quality assurance before deployment, ensuring:

i. Information classification.

ii. Principle of least privilege.

iii. Role segregation.

iv. Audit trails.

c) Software must comply with the Software Licensing, Ownership, and Cyber Security policies.

d) Acquired software shall, where necessary, include provisions for technical support and upgrades.

e) University entities shall consider using open-source software where feasible, based on a risk assessment.

f) All University units acquiring or developing software must comply with this policy and plan for end-user training.

g) This policy excludes software development conducted within Colleges for academic purposes.

4.5 Policy Approach

The Unit responsible for ICT will oversee and guide the implementation of this policy.

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KUMI UNIVERSITY ICT SERVICE MANAGEMENT POLICY

5.1 Introduction

Kumi University commits to providing centralized ICT services through The Unit responsible for ICT as the primary coordination point for all ICT support, encompassing networks, devices, software, and ICT projects across campuses.

5.2 Policy Objective

To define and implement an ICT Service Management framework aligned with the University's Strategic Plan, where ICT supports institutional goals and objectives.

5.3 Policy Scope

This policy centralizes the management and support of all ICT-related services, with ownership vested in the University Council as per the University and Other Tertiary Institutions Act 2001 (as amended).

5.4 Policy Statements

5.4.1 Roles

a) The University shall implement ICT Service Management processes aligned with its goals.

b) The Unit responsible for ICT shall develop a business model for providing ICT services to external clients.

c) The Unit responsible for ICT shall establish a business unit to generate resources for improving staff welfare.

5.4.2 ICT Services Support

ICT Services Support encompasses authorized operations to ensure the efficiency, stability, and continuity of ICT services and equipment, applicable to all University-owned ICT applications and devices.

Responsibilities of ICT Services Personnel:

ICT personnel, including system administrators, lab attendants, technicians, and web administrators, shall report functionally to The Unit responsible for ICT. The University will provide necessary tools, safety gear, and training. They are responsible for:

a) Safeguarding ICT devices from tampering, alteration, or theft.
b) Implementing controls to protect system and information security.
c) Guiding compliance with ICT policies.
d) Providing technical support during system downtime or breaches.
e) Ensuring installation and configuration adhere to ICT standards.
f) Securing University software licenses, copyrights, and usage keys.

5.5 Policy Approach

The Unit responsible for ICT will oversee the implementation and maintenance of this policy.

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KUMI UNIVERSITY ICT SKILLS CAPACITY BUILDING POLICY

6.1 Introduction

To effectively leverage Information and Communications Technology (ICT) tools and products, it is essential to provide training for users. This policy outlines a structured approach to identify and address ICT skills gaps among University staff and students, ensuring efficient resource use and optimal ICT adoption.

6.2 Policy Objectives

The policy aims to:

a) Empower the Unit responsible for ICT to:
i. Plan and implement ICT skills capacity-building programs.
ii. Improve technical capacity for The Unit responsible for ICT staff as needed.

b) Enable the University Council Committee on Quality Assurance, ICT, and Gender to periodically review The Unit responsible for ICT staff remuneration to ensure retention and recruitment of skilled personnel, aligning with the University Human Resource Policy.

6.3 Policy Scope

This policy covers all ICT-related capacity-building initiatives supporting University operations.

6.4 Policy Statements

6.4.1 ICT Capacity Building Assessment

a) The Unit responsible for ICT shall:
i. Periodically assess ICT skills among all users in collaboration with Heads of Departments to identify gaps.

ii. Conduct regular evaluations of The Unit responsible for ICT staff technical skills to guide capacity-building initiatives.

b) The University Council Committee on Quality Assurance, ICT, and Gender will periodically review The Unit responsible for ICT staff remuneration against market benchmarks for similar roles.

6.4.2 ICT Capacity Building Delivery Methods

a) The Unit responsible for ICT shall:

i. Develop training modules and materials for addressing identified ICT skills gaps.

ii. Deliver training using internal or external subject matter experts, depending on the requirements.

iii. Identify external specialists for advanced training needs.

b) The University will maintain well-equipped ICT training labs.

c) Trainees will be nominated by their respective departments in collaboration with Heads of Departments.

6.5 Policy Approach

The Unit responsible for ICT will guide and oversee the implementation of this policy, aligning with the University Human Resource Policy.

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KUMI UNIVERSITY TELECOMMUNICATIONS AND UNIFIED COMMUNICATIONS POLICY

7.1 Introduction

Kumi University provides telecommunications and Unified Communications services to meet communication needs across all campuses. These services include digital communication tools integrated with traditional telephony.

7.2 Policy Objective

To facilitate the use of Unified Communications and traditional telephony, supporting the University's operational goals through seamless ICT-enabled communication.

7.3 Policy Scope

The policy covers all telecommunications and unified communications services supporting University functions.

7.4 Policy Statements

7.4.1 Roles and Responsibilities

a) **The Council Committee on Quality Assurance, ICT, and Gender**

- Promotes the adoption and use of Unified Communications services.

b) **The Unit Responsible for ICT** shall:

i. Design and implement the University's telephony and numbering plan.

ii. Deploy a unified communications service supporting email, online meetings, video conferencing, collaboration, and file sharing.

iii. Ensure proper licensing for communication tools.

iv. Manage infrastructure for smooth communications.

v. Provide technical support for communications service downtime.

vi. Approve and assist in expanding communications services.

vii. Review and enforce technical standards for communications hardware and software.

viii. Perform routine maintenance and monitor service usage.

ix. Manage service level agreements with vendors.

x. Authorize and guide the implementation of radio communication services.

7.4.2 Guidelines on Usage

i. Departments will safeguard desk sets; The Unit responsible for ICT is not responsible for damaged or stolen devices.

ii. All telecommunications services must be acquired centrally through The Unit responsible for ICT guidance.

iii. Configuration changes or upgrades will only be handled by authorized The Unit responsible for ICT personnel.

7.5 Policy Approach

The Unit responsible for ICT will oversee and ensure compliance with this policy.

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KUMI UNIVERSITY ICT PROCUREMENT POLICY

8.1 Introduction

Procurement of ICT equipment and services at Kumi University will align with the Public Procurement and Disposal of Public Assets Act (PPDA), ensuring standardization, transparency, and compatibility with existing infrastructure.

8.2 Policy Objective

To guide the procurement of ICT resources, ensuring value for money, timely delivery, and quality assurance.

8.3 Policy Scope

This policy applies to all University departments and campuses.

8.4 Policy Statements

8.4.1 Roles and Responsibilities

a) **Procurement and Disposal Unit (PDU):**

i. Manages procurement and disposal activities per PPDA guidelines.

b) **User Departments:**

i. Ensure procurement aligns with University and PDU guidelines.

ii. Follow The Unit responsible for ICT technical standards for ICT procurement.

c) **The Unit Responsible for ICT:**

i. Provides technical assistance for specification development.

ii. Identifies ICT needs for departments.

iii. Verifies compliance of procured items with ICT standards.

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iv. Manages ICT inventory and lifecycle.

v. Supports bulk procurement for commonly used items.

8.4.2 Disposal of ICT Equipment and Software

a) Establish life cycles for ICT equipment to determine replacement timelines.

b) Comply with PPDA regulations for disposal.

c) Follow system support cycles for software disposal.

8.5 Policy Approach

The Unit responsible for ICT will provide technical advisory support and oversee policy implementation.

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SOCIAL MEDIA POLICY

9.0 Introduction

Social media is referred to as any web software that provides electronic social interaction amongst its subscribers and communities.

9.1 Policy Objective

To guide the appropriate usage of social media by Kumi University staff as well as enhance personal and professional reputations online.

9.2 Policy Scope

This policy applies to all University staff and official social media sites.

9.3 Policy Statements

The following statements shall govern both the usage of official university social media sites as well as staff social media activity:

a) University Official Social Media Sites:

i. Only the university official social media sites will be allowed to make use of university trademarks and symbols

ii. Only authorized personnel by the University shall be allowed to make postings on the university official social media sites

iii. Any information shared across the university social media sites shall comply to fair use and comply to University policies in the domains of Conflict of interest and University trademark and symbol protection

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iv. All information shared across the university social media sites should not make reference to any biased statements on matters such as politics, religion, race, gender, sexual orientation, inter alia; statements that contain obscenities or vulgarities

b) All staff social media activity shall:

i. Respect the Laws relating to copyright and other intellectual property rights, defamation, privacy, and other applicable laws

ii. Not portray colleagues in an unfavorable light in respect of matters including, but not restricted to, religion, gender, sexual preference, race, nationality or disability

iii. Maintain adherence to the overall University Confidentiality agreements and information disclosure

iv. Not make reference to any sensitive staff or student information

c) This policy does not apply to the use of social media for educational purposes as referenced in the University E-learning policy

9.4 Statement of Liability

The University shall not be liable for any errors, omissions, loss or damage, including indirect and/or consequential loss and/or damage claimed or incurred due to any use of any social media site that does not comply with this Policy or the policies cited herein.

9.5 Policy Approach

The University will identify the appropriate unit for maintaining and guiding implementation of this policy.

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SOFTWARE LICENSING AND OWNERSHIP POLICY

10.0 Introduction

All software and its related licenses', copyright, intellectual property and source code used by the University shall be owned as assets of the University.

10.1 Policy Objective

To ensure that all software in use throughout the university is correctly licensed and owned by the University

10.2 Policy Scope

This policy covers all software used within all teaching, learning, research and administration units of the university.

10.3 Policy Statements

The following statements shall govern the software licensing and ownership within the University

a) All heads of units shall ensure that:

i. An inventory of all software is maintained

ii. All software is licensed to the responsible University unit as aligned to purchase agreements

iii. All software in usage is properly managed, administered and maintained

iv. All software in usage is approved and aligned to the university information security policies

b) Any computing equipment that is written off, sold or given to a third party shall have all

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Non-transferable licensed software permanently removed

c) Staff and students shall not be given the ability to download and install software on university equipment

d) Software shall only be used in accordance with its license and duration

e) Software shall only be distributed in accordance with its license agreement

f) Software licensed for official purposes must not be used on personal computing devices

g) All software source code developed with either internal or external resources for University purposes shall be owned by the University and shall be handled over to THE UNIT RESPONSIBLE FOR ICT for good custody, backup and patenting.

h) All University Units outsourcing software development that has source code restrictions shall ensure usage of appropriate third party source code escrow agents to ensure continuity

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10.4 Policy Approach

The University reserves the right to audit, without prior notice, any ICT equipment connected to its networks for the purposes of software license validation.

The Unit responsible for ICT has direct responsibility for maintaining and guiding implementation of this policy.

INFORMATION SYSTEMS AND DATA WAREHOUSING POLICY

11.0 Introduction

The University has over the years has been acquiring, developing and making operational different information systems to support the different unit processes and needs. Such systems work in isolation which leads to duplication of data and resources. Data Warehousing will support the harmonization of resources, increase ICT investment value, allow for accurate reporting and enable information/ data consistency.

11.1 Policy Objective

The objective of the policy is to define and implement:

a) Data Warehousing Kumi University to achieve centralized management of information systems within a central data repository

b) Interoperability between University information systems

11.2 Policy Scope

The policy refers to all existing and future information systems as well as related databases used for University business improved business intelligence and decision making.

11.3 Policy Statements

The following statements govern the implementation of this policy

a) The University shall from time to time define the

i. appropriate Data Warehousing framework aligned to the Cyber Security Policy

ii. data management standards

iii. Interoperability framework for the secure and reliable communication between all University Information Systems

b) All University Colleges, Departments, Units undertaking the development of any information system shall ensure compliance to this policy

c) The University shall ensure the provision of the appropriate ICT infrastructure and capacity for the data warehouse

11.4 Policy Approach

The Unit responsible for ICT has direct responsibility for maintaining and guiding implementation of this policy.

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SPECIAL NEEDS ICT USAGE POLICY

12.0 Introduction

Kumi University is committed to inclusivity by ensuring ICT services address the needs of special user groups, including individuals with visual, motor, or auditory impairments. Advances in ICT globally provide tools that enhance access to information and learning for all users.

12.2 Policy Objective

To establish and implement ICT provisions that enable equal access to information and technology for special user groups within the teaching, learning, and research units of Kumi University.

12.3 Policy Scope

This policy applies to all ICT facilities, equipment, and services provided within the University's teaching, learning, and research units.

12.4 Policy Statements

a) **Kumi University shall:**

i. Regularly identify and provide appropriate technologies to meet the needs of special user groups.

ii. Offer training programs for staff and end users to support the effective use of specialized ICT resources.

iii. Ensure web-based University systems are accessible to special user groups.

iv. Provide accessible digital mechanisms in the University Library to cater to special user groups.

b) **All University Colleges, Departments, and Units** shall comply with this policy.

12.5 Policy Approach

The Unit responsible for ICT will oversee and ensure the effective implementation of this policy.

ICT MAINTENANCE POLICY

13.0 Introduction

ICT devices at Kumi University require a structured maintenance plan to guarantee their longevity and functionality. This policy ensures all units cooperate in maintaining an updated asset inventory to facilitate central coordination of maintenance efforts.

13.1 Policy Objective

To ensure regular maintenance of all ICT equipment, minimizing system downtimes and improving operational efficiency across the University.

13.2 Policy Scope

This policy applies to all ICT equipment owned by Kumi University across its various units and colleges.

13.3 Policy Statements

13.3.1 Roles and Responsibilities

a) **The Unit Responsible for ICT** shall:

i. Periodically update and disseminate ICT equipment maintenance guidelines.

ii. Act as the central contact for all University ICT maintenance activities.

iii. Provide technical assistance for service and maintenance scheduling.

iv. Conduct regular assessments in all units to ensure compliance with maintenance guidelines.

b) **Units and Colleges** shall:

i. Maintain comprehensive records of acquired ICT equipment, including warranty details.

ii. Collaborate with the ICT Unit to develop annual service and maintenance schedules.

iii. Keep detailed documentation of maintenance and service history.

iv. Ensure ICT equipment is housed in suitable operational environments.

v. Obtain approval from the ICT Unit for any equipment replacements or upgrades.

STATEMENT OF ENFORCEMENT OF POLICY

a) **THE UNIT RESPONSIBLE FOR ICT**, in collaboration with the University Council Committee on Quality Assurance, ICT, and Gender, will monitor policy implementation and ensure compliance.

b) THE UNIT RESPONSIBLE FOR ICT will oversee the enforcement and dissemination of policies and conduct awareness campaigns across the University.

c) Any violations of the policies will be addressed in accordance with the mechanisms established by the University Council Committee on Quality Assurance, ICT, and Gender.

USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

15.0 Introduction

Kumi University recognizes the growing importance of Artificial Intelligence (AI) in enhancing teaching, learning, research, and administrative operations. AI technologies have the potential to revolutionize these areas by improving decision-making, efficiency, and service delivery. However, the adoption of AI must align with ethical guidelines, data protection laws, and the University's core values.

15.1 Policy Objective

To establish a framework for the responsible use, development, and integration of AI technologies in Kumi University's operations while ensuring ethical practices, data privacy, and inclusivity.

15.2 Policy Scope

This policy applies to the use, development, acquisition, and deployment of AI tools and systems within all units, departments, and colleges of Kumi University. It includes AI applications in teaching, research, administrative processes, and decision-making.

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15.3 Policy Statements

a) **Kumi University shall:**

i. Promote the responsible and ethical use of AI technologies in all University functions.

ii. Ensure AI systems comply with applicable data protection laws and University policies on privacy and information security.

iii. Encourage the use of AI to improve accessibility and support for special needs

users.

iv. Foster innovation by supporting research and development in AI technologies.

v. Provide training for staff and students on the ethical and effective use of AI tools.

b) **Departments, Colleges, and Units** shall:

i. Collaborate with the Unit responsible for ICT to identify AI solutions suitable for their operations.

ii. Ensure AI applications align with the University's strategic objectives and values.

iii. Report the use of any new AI systems to the Unit responsible for ICT for evaluation and approval.

15.4 Guidelines on Ethical AI Usage

a) AI systems must operate transparently, ensuring users understand how decisions are made.

b) AI technologies should avoid bias and discrimination, promoting inclusivity and fairness.

c) Data used by AI systems must be secure, anonymized where necessary, and only utilized for legitimate purposes.

d) Any AI system capable of making autonomous decisions should be subject to human oversight to ensure accountability.

15.5 Policy Approach

The Unit responsible for ICT will oversee the implementation of this policy, providing guidance, monitoring usage, and ensuring compliance with ethical standards and regulatory requirements.

15.6 Statement of Enforcement

a) The Unit responsible for ICT, in partnership with the Council Committee on Quality Assurance, ICT, and Gender, will monitor and enforce compliance with this policy.

b) Awareness campaigns will be conducted to educate stakeholders on the ethical use of AI.

c) Any violations will be addressed through appropriate University mechanisms, as guided by the Council Committee on Quality Assurance, ICT, and Gender.

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USE OF ICT RESOURCES POLICY

16.0 Introduction

Kumi University provides Information and Communication Technology (ICT) resources to support its teaching, learning, research, and administrative functions. These resources, including hardware, software, network services, and digital platforms, are critical for the University's operations. To ensure their proper use, this policy establishes guidelines for access, usage, and security of ICT resources in alignment with the University's goals and values.

16.1 Policy Objective

The objective of this policy is to promote the efficient, ethical, and secure use of ICT resources while safeguarding the University's digital assets and ensuring equitable access for all users.

16.2 Policy Scope

This policy applies to all Kumi University stakeholders, including staff, students, and third-party service providers, who use University-owned or University-managed ICT resources, both on and off campus.

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16.3 Policy Statements

a) **Access and Usage:**

i. All users must be authorized by the Unit responsible for ICT to access ICT resources.

ii. ICT resources shall only be used for official University purposes, including academic, research, and administrative activities.

iii. Personal use of ICT resources must not interfere with the University's operations or violate any policies.

b) **Security and Privacy:**

i. Users must adhere to the University's Information Security Policy to protect data confidentiality, integrity, and availability.

ii. All users are responsible for safeguarding their account credentials and preventing unauthorized access.

iii. Monitoring of ICT resource usage may be conducted for security and compliance purposes, with respect to user privacy.

c) **Software and Licensing:**

i. Only authorized and licensed software shall be installed and used on University ICT equipment.

ii. Users are prohibited from using University ICT resources to download, distribute, or install unauthorized software or content.

d) **Prohibited Activities:**

i. Users shall not engage in any activity that compromises the security, functionality, or performance of ICT resources.

ii. Unauthorized access, hacking, or any form of cybercrime is strictly prohibited.

iii. ICT resources must not be used to create, store, or distribute offensive, illegal, or inappropriate content.

e) **Asset Management:**

i. The Unit responsible for ICT shall maintain an up-to-date inventory of all ICT resources, including their usage and maintenance history.

ii. Users must report any loss, damage, or malfunction of ICT resources to the Unit responsible for ICT immediately.

16.4 Policy Approach

The Unit responsible for ICT shall oversee the implementation of this policy, providing guidance, training, and technical support to ensure compliance and efficient use of ICT resources.

16.5 Statement of Enforcement

a) The Unit responsible for ICT, in collaboration with the Council Committee on Quality Assurance, ICT, and Gender, will monitor adherence to this policy.
b) Awareness and training sessions will be conducted regularly to ensure all users understand their responsibilities regarding ICT resource usage.
c) Violations of this policy will be addressed through appropriate disciplinary measures as determined by the University's governance structures.

Policy Review

This policy shall undergo a review every five years or sooner if necessary, to ensure its relevance and effectiveness. Specific circumstances that may trigger a review include:

1. **Conflict with other policies:** Ensuring alignment and consistency within the University's regulatory framework.
2. **Need for amendments:** Addressing changes that enhance service delivery or adapt to evolving institutional needs.
3. **Other identified reasons:** As determined by the University Administration or the Public Relations and Communications Committee to better serve the institution's goals.
4. Regular reviews will ensure the policy remains robust, responsive, and reflective of KUMU's mission and aspirations.