



## **Usage Guidelines for University ICT Resources**

### ***Objective***

To ensure responsible, ethical, and secure use of University ICT resources, and to minimize misuse such as personal use of servers, printers, and internet services.

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### ***Scope***

These guidelines apply to all staff, students, contractors, and any other individuals who access or use University ICT facilities, including computers, servers, printers, and the network infrastructure.

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### ***Guidelines***

#### **1. Authorized Use Only**

- ICT equipment and services are to be used strictly for official University business, teaching, research, and approved academic activities.
- Personal or non-institutional use of University servers, printers, or internet bandwidth is prohibited unless explicitly authorized.

#### **2. Accountability**

- Users are responsible for all actions performed under their assigned user accounts.
- Passwords must not be shared, and systems must be locked when unattended.

#### **3. Network and Internet Use**

- Internet access should be used responsibly and in accordance with the University's academic and administrative objectives.
- Accessing inappropriate or non-work-related content (e.g., streaming, gaming, or personal downloads) is strictly prohibited.



#### **4. Server and Storage Usage**

- University servers and storage systems must not host personal files, software, or non-official applications.
- All data stored must relate to University operations and comply with data protection policies.

#### **5. Printer and Peripheral Equipment Use**

- Printing and copying services are intended for academic and administrative purposes only.
- Bulk or personal printing (e.g., private notes, invitations, or external jobs) is not permitted.

#### **6. Monitoring and Compliance**

- The ICT Department reserves the right to monitor system usage, logs, and network activity for security and compliance purposes.
- Any detected misuse will result in disciplinary action in line with the University's ICT Policy and HR regulations.

#### **7. Training and Awareness**

- Regular sensitization and awareness sessions will be conducted to educate users on acceptable ICT use and the consequences of misuse.

#### **8. Reporting Misuse**

- Any suspected or observed misuse of ICT resources should be reported immediately to the ICT Department or relevant authority.