



## 1. Policy Preamble

Computers and networks are powerful supporting technologies for accessing and distributing information. Because these technologies leverage each individual's ability to access and copy information from remote sources or other sources on the network, users must be mindful of the rights of others to their privacy, intellectual property and other rights.

## 2. Purpose

The purpose of this policy is to help ensure that not only does the MESC has an information infrastructure that supports the mission of the Ministry but a network that helps users achieve their work goals in the most efficient and effective way . Users are expected to follow and abide by the guidelines and rules set out in this policy.

## 3. Scope

This policy is applicable to all employees of the MESC as well as those who represent themselves as being connected to the MESC, such as consultants, maintenance staff and contractors.

This policy also refers to all MESC information resources and ICT equipments whether individually controlled or shared, stand-alone or networked. It applies to all computer and communication facilities owned, leased, operated or contracted by the MESC.

In this policy

- × "user" is any staff member that has read, agreed with and signed the "New Network User Form" and has been given permission to use any of the MESC information resource equipments.
- × "MESC information resources" includes all procedures, facilities, software and data that are built, designed, operated and maintained to collect, record, process, store, retrieve, display and transmit information.
- × "ICT equipments" includes but is not limited to networking devices, telephones, wireless devices, personal computers, workstations and any associated software and peripherals, regardless of whether used for administration, research, teaching or other purposes.

## 4. Minimum Configuration

Any ICT equipment or device that is procured, marked and recorded to be used in the MESC is to be connected to the MESC network. All configurations for these computers (including IP configuration etc) must be done by the MESC ICT Unit.

The MESC ICT Unit does not provide support for any computer system that was not procured following the MESC "Computer and Network Policy" and that does not conform with the computer minimum standards set out in the "Hardware and Software Policy"



## 5. Procurement

This section intends to enforce procurement of Ministry computer hardware/software so that each Division is required to channel all ICT procurements through the MESC ICT Unit to ensure that all equipment conforms to Ministry standards and also to ensure that all Ministry ICT equipments and assets (new, transferred and/or written off) are recorded for audit and other managerial purposes.

- × The MESC ICT Unit must be informed if any hardware/software is to be procured for Ministry use. The MESC ICT Unit will ensure the following:
  - ❖ hardware/software is compatible to our Network system.
  - ❖ hardware/software is compliant to Ministry standards
  - ❖ A support agreement is available to warrant hardware replacement when required
- × The MESC ICT Unit will determine standard software/hardware that best accommodates the desired requests and user requirements. The procurement and recommendations from the MESC ICT Unit will then require the Output Manager's approval.

## 6. Responsibilities and Authorities

- × The Output Manager is responsible for authorizing the procurement of all hardware/software resources within their respective division after the details have been verified by the MESC ICT Unit.
- × Principal Information Technology Officer is responsible for ensuring all hardware/software requested for procurement conforms to Ministry hardware/software standards.
- × Principal Information Technology Officer is responsible to give recommendations to the Output Managers regarding hardware/software compliance and compatibility issues.
- × Principal Information Technology Officer is responsible for reviewing hardware/software standards and recommending changes.
- × The Core Executive Committee is responsible for approving all hardware/software standards
- × ICT technical support team is responsible for
  - ❖ Conducting the installation of all new hardware/software resources provided the supplier has limited or no technical support services.
  - ❖ Assist by overseeing the installation of all new hardware/software resources provided the supplier has adequate technical support services.
  - ❖ Inform Asset Management Unit and ensure all hardware are assigned and labelled with Ministry Asset numbers.
- × Asset Management Unit is responsible for assigning and labelling all hardware with Ministry asset numbers.

## 7. Data / Information Backup

All Ministry Information systems are stored on the Ministry servers. Servers run data backup of all Ministry information systems on a weekly basis. A daily backup strategy is run for incremental modifications to all Ministry systems to supplement the weekly backups.



Data and information stored locally on each user's computers and not on our designated File server is not accounted for in any of the backup strategies except when;

- × Your local system (computer) crashes.
- × your local system (computer) becomes corrupt and inaccessible
- × Technical support is requested to perform backups.

## 8. Enforcement

EVERYONE covered by the scope of this policy and found to have violated it, may be subject to disciplinary action.