



ENVIRONMENTAL &
ECONOMIC RESOURCE
CENTRE

Information Communication Technology Facilities/Service Use Policy

January 2020

Background

Environmental and Economic Resource Centre (EERC) Information and Communication Technology (ICT) facilities have been provided to support the operations and missions of EERC. The facilities are expected to be used for communications, research, professional development and administrative activities of EERC. The use of the facilities is a privilege that is extended to qualified members of the organization. Access to all electronics equipment, computers, and internet facilities owned by the organization imposes certain responsibilities and obligations and subject to EERC policies and conduct. It is therefore important that the facilities are used for the purpose for which they are intended. All authorized users must comply with specific policies and guidelines governing the use of the facilities, and act responsibly while they are in use.

The Information Communication Technology facilities/service use policy hereinafter "ICT Policy" informs the staff, support staff, visiting researchers, management and other individuals that are authorized to use EERC ICT facilities. EERC expects users to use the ICT facilities in an appropriate and responsible manner in accordance with this policy. Anyone who abuses the privilege of the ICT facilities, either directly by promoting inappropriate activities and by misusing or indirectly by inadvertently allowing unauthorized users to access for personal and professional purposes may be subject to sanctions or legal action.

Approved by:

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A. Introduction

EERC provides ICT facilities for its official use, particularly for research and reasonable personal use which is acceptable to work environment. EERC allows users to access the computing and network facilities in order to facilitate them in carrying out their duties and the Organization expects these facilities be used for purposes related to their jobs and not be used for unrelated purposes. The facilities include all EERC owned, licensed software, or managed hardware, and use of the organization network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. The purpose of this policy is to promote the efficient, ethical and lawful use of EERC ICT facilities – computer and network facilities.

B. Rationale

There is the need to protect EERC community (management, staff and support staff) from illegal or damaging actions by individuals, either knowingly or unknowingly. In appropriate use of ICT facilities exposes EERC to risk including attacks, compromise of network systems and services, and illegal issues. The ICT policy shall:

1. will define the responsibilities of users of EERC ICT facilities and services and.
2. will deter unacceptable ICT use by declaring the punitive actions for such an act.
3. Support fair use of services.
4. better service quality.

C. Definitions

The following terms are used in this document.

Access: handling of ICT hardware and or connections of the organization, personal or third party owned devices to ICT Infrastructure facilities via a direct or indirect connection method.

Authorized User: an individual who has been granted access to EERC ICT facilities

Device: any electronic device or computer capable of accessing, storing and communicating data.

End Host Device: an electronic device which can be connected to a network. End Host Devices include, but are not limited to:

- a. Desktop computers
- b. Notebook computers



- c. Workstations
- d. Servers
- e. Network Printers
- f. Telecommunications equipment
- g. Wireless Devices and
- h. Other network aware devices, and so on

ICT Facilities – All computers, terminals, telephones and communication links, end host devices, licences, centrally managed data, and software owned or leased by the Organization.

ICT Infrastructure- All electronic communication devices, networks, data storage, hardware, and network connections to external facilities such as the Internet.

Information Facilities: assets and infrastructure owned by, explicitly controlled by, or in the custody of the organization including but not limited to data, records, electronic services, network services, software, computers, and Information systems.

D. Objectives

The following are the objectives of ICT policy:

1. Provide guidelines for the conditions of acceptance and the appropriate use of the computing and networking facilities provided for use by EERC.
2. Ensure that ICT facilities are used in an appropriate fashion, and support the organization's mission and goals.
3. Encourage users to understand their own rights and responsibility for protecting the EERC ICT facilities.
4. Protect the privacy and integrity of data stored on EERC network.
5. Elaborate the consequences of the inappropriate use of these facilities.

E. ICT Policy Outcomes

By enforcing the acceptable use policy, we aim to achieve the following outcomes:

1. Better informed EERC community regarding acceptable and unacceptable use of organization's ICT facilities.
2. Ensure a responsible EERC community regarding the value and use of ICT facilities.

F. Entities affected by this Policy

This policy applies to all the community members of EERC using computing and network facilities. These includes;



- a. Users (staff, visiting researcher, support staff, and the governing body) using either personal or equipment provided by the organization connected locally or remotely to EERC network.
- b. All ICT equipment connected (locally or remotely) to EERC servers.
- c. ICT systems owned by and/or administered by EERC ICT officer.
- d. All devices connected to the EERC network irrespective of ownership.
- e. Connections made to external networks through the organization network.
- f. All external entities that have an executed contractual agreement with the organization.

G. ICT Policy Statement:

Acceptable Use Statements:

1. This policy applies to all users of computing facilities owned or managed by EERC. Individuals covered by the policy include (but are not limited to) staffs, support-staff, members of the administration, external individuals and organizations such as contractors and their employees accessing network services via EERC computing facilities.
2. The facilities should be used for the purpose for which they are intended.
3. Users must adhere to the confidentiality rules governing the use of passwords and accounts, details of which must not be shared.
4. Users may use only the computers, computer accounts, and computers files for which they only have authorization.
5. EERC encourages and promotes using the organization email for administrative, research and professional purposes. Hence, the users must use their organization email in their official communications.
6. The only way to access to the organization's network is to have a valid account, and any other way such as plugging own internet to the organization's network shall be considered as a violation.
7. All users of the organization's network and computing facilities are expected to respect the privacy and personal rights of others.
8. The organization reserves the right to monitor all activities performed by the users on the internet by recording and reporting without the consent of the



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user.

9. The organization has the right to block any site or group of sites according to its policies and will take necessary action that violates this policy.
10. Users, who discover or find security problems or suspicious activity, must immediately contact Technical Support of the EERC.

Unacceptable Use Statement

1. Users must not use the organization network in any illegal manner e.g. commercial purposes nor use it to login or browse illegal web sites or content.
2. Users must not disclose their login information and access or copy another user's email, data, programs, or other files.
3. Users must not be found to engage EERC network for social media at any time either at work environment.
4. Users must not attempt to violate or compromise the security standards on EERC network or any other device connected to the network or accessed through the Internet.
5. EERC network may not be used for the creation, dissemination, storage and display of obscene or pornographic material, abusive, indecent, obscene, and defamatory or hate literature etc.
6. Organization users should not create illegal copies or violate copyright protected material in order to use, or save such copies on Organization devices or send them through EERC network. It also prevents the illegal use such as sending or downloading or publishing any material that violates the operations of EERC.
7. This policy prevents users adding, deleting, or modifying any information on organization network in an attempt to disrupt or mislead others.
8. Users are not allowed to indulge into any activity that may adversely affect the ability of others to use the Internet services provided by the organization e.g. denial of service attacks, hacking, virus, or consuming gratuitously large amounts of system facilities (disk space, CPU time, print quotas, and network bandwidth) or by deliberately crashing the machine(s).
9. EERC prevents downloading any programs, social videos, and installing in the

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organization's computers. Any such request should be done through EERC technical support.

10. EERC is not responsible of the internet content that been browsed by the end user, or problems that might happen to user from browsing untrusted websites.

H. Policy Breaches:

Users that breach the ICT policy will be subject to any or all of the following actions:

- a) Suspension of the organization internet account/access.
- b) The referral of the case to the organization management along with supporting evidence for an appropriate action.
- c) The case may be investigated by the Nigeria Communication Commission (NCC), who may initiate criminal investigation according to the e-crimes regulation.

I. Review and Validation

The ICT policy shall be in for from the date of approval and it shall apply to all existing and new ICT facilities owned or issued to all affected entities as mentioned in the sections F of this policy. The organization reserves the right to make any amendments in this policy at any time.

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