

KIST Computer Use Policy

KIST/POL/01/2006

Information Communication Technology

Authority: KIST Council

History: First Draft Issued: April 25, 2006.

Related Regulations: KIST Computer Use Regulation KIST/REG/01/2006

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1. INTRODUCTION

Kigali Institute of Science & Technology's (hereinafter "Institute") computer networks, equipment and resources are owned by the Institute and are provided primarily to support the academic and administrative functions of the Institute. The use of this equipment and technologies is governed by Government of Rwanda laws, and Institute policies and procedures.

2. REGULATORY LIMITATIONS

Students and employees of KIST are authorized to use computer networks, equipment and related resources pursuant to administrative regulations established and promulgated by the Rector or his or her designee. Administrative regulations shall address at a minimum the following:

2.1. The Institute's right to examine electronic information stored on or passing over Institute equipment or networks.

2.2. The Institute's right to limit access when Government of Rwanda law or Institute policies are violated or where Institute contractual obligations or Institute operations may be impeded.

2.3. The conditions under which employees and students may access Institute computing equipment, systems and networks, including access for personal use.

2.4. The conditions under which the Institute will access personal material on Institute equipment, systems and networks.

3. VIOLATION OF POLICIES AND REGULATIONS

3.1. Faculty and non-faculty who violate Institute computer use policies or regulations issued by the Rector or his designee shall be deemed to have engaged in misconduct under KIST policies. KIST employees who violate such Institute policies or regulations shall be deemed to have committed "unacceptable personal conduct" under KIST policies. For students, violations are misconduct under the applicable student disciplinary

code. Violators may be referred to the appropriate disciplinary procedure. Violations of law may also be referred for criminal or civil prosecution. Sanctions may include revocation of access privileges in addition to other sanctions available under the regular disciplinary policies.

3.2 Apart from referrals to disciplinary procedures, an Institute system administrator (or designees) may suspend a user's access privileges for as long as necessary in order to protect the Institute's computing resources, to prevent an ongoing threat of harm to persons or property, or to prevent a threat of interference with normal Institute functions. Administrative regulations shall provide a user an opportunity to meet with the system administrator as soon as practicable following the suspension of access privileges to discuss the suspension and any reasons why the suspension should be lifted.

4. ADDITIONAL RULES

Additional rules and regulations on computer use may be adopted by various Faculties/Departments to meet specific administrative or academic needs. Any adopted requirements must:

- 4.1. comply with applicable Government of Rwanda laws and Council Directives/Rules;
- 4.2 be consistent with this policy and Institute administrative regulations;
- 4.3 be posted in writing or electronically in a manner that is available to all affected users; and
- 4.4 be approved by Rector and filed with the Office of the Rector and copied to the Director of ICT.