

KIST Computer Use Regulation

KIST/REG/01/2006

Information Communication Technology

Authority: KIST Council

History: First Draft Issued: April 25, 2006.

Related Document(s): **KIST Computer Use Regulation KIST/POL/01/2006**

Contact Info: Director ICT Centre, (+250 55104038)

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 law, and Institute policies and procedures.

2. Regulatory Limitations

- 2.1. All accounts are authenticated and are for the exclusive use of the individual to which they were assigned and users may not allow or facilitate access to Institute computer accounts, equipment, or restricted files or systems by others. Users may not set up a proxy or anonymous remailer for purposes of allowing access to others.
 - 2.1.1. Students and employees of KIST are authorized users unless access privileges have been revoked under Institute procedures.
 - 2.1.2. Guest accounts may be authorized by the Rector, Vice Rectors' or Director ICT, or their designees.
- 2.2. Use of Institute computing systems and networks must comply with Government of Rwanda law.
- 2.3. Use of Institute computing systems and networks must not violate any policy or directive of the KIST Council or the KIST administration.
- 2.4. The Institute may examine personal electronic information stored on or passing over Institute equipment or networks, for the following purposes:
 - 2.4.1. To insure the security and operating performance of its systems and networks.
 - 2.4.2. To enforce Institute policies or compliance with Government of Rwanda law where examination is approved in advance by the Rector
 - 2.4.2a. there is a reasonable suspicion that a law or Institute policy has been violated and examination is appropriate to investigate the apparent violation, or
 - 2.4.2b. examination is necessary to comply with a Government of Rwanda law.

2.5. Computer Users should have no expectation of privacy in *personal* material stored by them on the Institute computing systems when the conditions of subparagraph 2.4.1, 2.4.2(a), or 2.4.2(b) above have been satisfied.

2.6. The Institute may authorize confidential passwords or other secure entry identification; however, users should have no expectation of privacy in the material sent or received by them over the Institute computing systems or networks. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above.

2.7. For information related to Institute business, a supervisor or other Institute official may have access for any work-related purpose. No permission or approval is needed for such access. If personal and business information are not clearly separated, a Institute official may examine all information to the extent needed to separate and access business information for work-related purposes. The Rector may approve rules to exclude personal files from storage on network drives, in which case all files and data on the affected systems may be treated as information related to Institute business.

2.8. The Institute reserves the right to limit or revoke access to Institute computing systems or networks when

2.8.1. Government of Rwanda laws or Institute policies are violated , or

2.8.2. where Institute contractual obligations or Institute operations may be impeded.

2.9. All material prepared and utilized for purposes of Institute business and posted to or sent over Institute computing equipment, systems or networks must be accurate and must correctly identify the sender, unless a Institute administrator (department head or higher) approves anonymity for a Institute business purpose.

2.10. Any traffic on the Institute's networks, stripped of information content, may be monitored for operational or research purposes.

2.11. All material prepared for purpose of Institute business and posted to or sent over Institute computing equipment, systems, or networks during office hours, must be limited to information needed for Institute business. Personal quotations or other personal statements in signature blocks are not permitted. Supervisors are responsible for enforcement of this provision.

2.12. Institute computers must be registered with KIST in its domain. It is forbidden to register a non-KIST domain for any computer, that is connected to the KIST network without approval of the Rector or Director of ICT. If such approval is given, it must be made clear that the non-KIST address is using KIST resources for delivery.

2.13. The Institute will monitor and evaluate to make sure all necessary the network/system is working at optimal performance and use all necessary resources.

3. Personal Use

Authorized users may access Institute computing equipment, systems and networks for personal uses if the following conditions are met:

3.1. The use does not overload the Institute computing equipment or systems, or otherwise negatively impact the system's performance.

3.2. The use does not result in commercial gain or private profit, except as allowed under Institute intellectual property policies and the external activities for pay policy. However,

in no case may Institute computing resources be used for solicitation of external activity for pay.

3.3. The use does not violate any Institute licensing agreements or any law or Institute policy on copyright and trademark.

3.4. The use does not state or imply Institute sponsorship or endorsement.

3.5. The use does not violate laws or Institute policies against race, gender, religious, disability, or age discrimination, or harassment.

3.6. The use does not involve unauthorized passwords or identifying data that attempts to circumvent system security or in any way attempts to gain unauthorized access.

3.7. The use does not involve sending or soliciting chain letters, nor does it involve sending unsolicited bulk mail messages (e.g., "junk mail,").

3.8. The use does not result in any direct cost to the Institute.

3.9. Any creation of a personal World Wide Web page or a personal collection of electronic material that is accessible to others must not create traffic congestion and should include a disclaimer that reads as follows:

"The material located at this site is not endorsed, sponsored or provided by or on behalf of Kigali Institute of Science & Technology."

4. Use of Computing Facilities for Commercial, Advertising, and Broadcast Purposes

4.1. No paid advertising will be allowed on official Institute Websites. However, a KIST Website may contain a simple acknowledgment of sponsorship by an outside entity in the following form: "Support for this Website [or Institute unit] has been provided by _____."

4.1.1. An "Official Institute Website" is any World Wide Web address that is sponsored or endorsed or created on authority of a Institute department or administrative unit. Websites on Institute servers are either "Institute Websites" or "Personal Websites" allowed by the Institute.

4.1.2. "Paid advertising" means advertising or promotional information provided in exchange for legal consideration, including money or other valuable benefits.

4.2. Personal Web pages that are maintained by Institute computer account holders may not contain paid advertising. This guideline is consistent with the Institute policy against use of Institute resources for private gain.

4.3. Institute computer account holders may send advertisements to news groups dedicated to advertising. The ads may not refer readers to an Institute telephone number. Like other personal use of KIST computing resources, the ads must be sent on an employee's own time, not during hours when they are being paid to work.

4.4. Institute computer account holders may not "broadcast" E-mail messages without prior approval from a Institute official with the rank of Rector or Vice Rector.

"Broadcast," means transmission of an unsolicited message to a significant number of computer accounts on a Institute server or servers; the intent is to prevent mass mailings from tying up employee time and computer resources.

4.5. Registered marks of the Institute may be used in the Websites of Institute computer account holders on the conditions that (a) they are not used for or related to private profit,

and (b) they do not mislead or confuse viewers as to whether the Web page is Institute-sponsored.

4.6. The Rector may approve specific exceptions to the prohibition on paid advertising.

5. Violation of Policy

5.1. Any violation of this policy by employees may be "misconduct" under KIST policies (faculty and non-faculty), or "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, and 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.

5.2. Apart from referrals to disciplinary procedures, an Institute system administrator (or designees), with approval of the Rector, may suspend a user's access privileges or suspend services to a computer, for as long as necessary 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. As soon as practicable following the suspension of access privileges, the system administrator must take the following actions:

5.2.1. The user must be sent written or electronic notice of the suspension of access and the reasons for it, and notice of the time, date, and location at which the suspension may be discussed with the system administrator.

5.2.2. The user must be given an opportunity to meet with the system administrator at his or her earliest convenience to discuss the suspension and present any reasons the user has why the suspension should be lifted. The system administrator must reconsider his or her suspension decision in light of the information received at this meeting.

5.2.3. Following the meeting, the user must be sent a copy of the system administrator's decision upon reconsideration, and must be notified that the user may appeal to the system administrator's immediate supervisor if the user is dissatisfied with the outcome of the meeting.

6. Application of Public Records Law

All information created or received for Institute work purposes and contained in Institute computing equipment files, servers or electronic mail (e-mail) depositories are public records for the Ministry of Education. E-mail users are responsible for the retention of e-mail messages that have lasting or archival value for a period of 6 months.

7. Additional Rules

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

7.1. comply with applicable Government of Rwanda laws;

7.2. be consistent with the policies of KIST;

7.3. be posted in writing or electronically in a manner that is available to all affected users; and

7.4. be approved by the Rector and filed with the Office of the Rector and copied to the Director of ICT