POLICY TITLE: Physical Information & Communications Technology Security

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DATE APPROVED:

DATE REVISED:

PURPOSE

The purpose of this document is to identify Makerere University framework and principles that protect institutional actions and operations in responsible use of its ICT equipment.

Preamble

The university has heavily invested in establishing an ICT infrastructure. Value of ICT investment accrues when users demonstrate responsible use of the infrastructure to improve the quality of life when executing their tasks. When users abuse the infrastructure it starts to gradually breakdown much faster than its useful life span.

Security in this context refers to measures that shall be taken to ensure that physical availability of all ICT equipment is not compromised in any way. ICT equipment at the University falls under two categories: - The Faculty/unit equipment and the backbone/DICTS equipment. Physical security of the former is the responsibility of the respective unit while the latter is the responsibility of DICTS.

All units and offices shall be required to define an 'owner' of each piece (e.g. a computer, laptop, printer in an office) or group (say in a computer lab or server room) of equipment and that individual shall take the responsibility of ensuring its security.

All backbone equipment (except that housed within units) shall be the responsibility of DICTS, specifically the Planning & Maintenance Manager and all staff employed under the Planning & Maintenance Unit of DICTS.

Scope

The policy applies to all staff, trainees, students, vendors, volunteers, interns, contractors or other affiliates of Makerere University with access to the university's ICT infrastructure.

Policy Statements

1. Access to computer labs and/or facilities: - All students and staff shall be required to identify themselves (either physically or electronically) for access to any common University computing facilities.
2. Only authorized staff is permitted to open computer or related systems. Students and other staff shall not tamper with any components of computer systems for whatever reason beyond what is required to carry out the basic user services.
3. No computer equipment and related accessories shall be carried out of the computer labs unless the Dean of the respective Faculty has given explicit permission. The faculties shall maintain an ICT asset register where such moves are monitored and tracked.