ICT & COPYRIGHT

ICT & COPYRIGHT POLICY
SELECT COLLEGE

2023

SELECT COLLEGE

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ABBREVIATIONS

- DLE - Digital Learning Environment

- SBTC–Select Business and Technology College

- ICT - Information and Communication Technology

- LMS - Learning Management System

- SMIS – Students Management Information System

1. Select Business and Technology College

Select Business and Technology College was commenced on October 15, 2009 E.C. with the name of "Select Business and Technology College". It is one of the Private Higher Education Institutions in Ethiopia, and has been active in the teaching-learning process and in undertaking research and provision of community services since its inception. By undertaking deep objective assessments of further training needs and making preparations in terms of the required materials as well as human resources, the center was upgraded to college level since, October 15, 2015 after effectively fulfilling all the requirements set by Ministry of Education needed to upgrade to a College. The College has been strengthening its ability of rendering quality training and education services. Select Business and Technology College has also been participating in different intra and inter-institutional sport activities, and in this regard it has made its best contribution to the overall development of sport in this country. Select Business and Technology College is also the main private institution which has been participating in almost all of the trade expos and bazaars carried out in the various parts of the countryin response to the above and other participations, Select Business and Technology College has won a large number of certificates and awards.

2. Our Goals

In order to meet and exceed the quality and standard requirements of students, trainees and stakeholders, the goalsof Select business and Technology College are to:

1.   create a competent, motivated, adaptable and innovative workforce for the country which can contribute to poverty reduction and social and economic development through facilitating demand- driven, high quality technical and vocational education and training, relevant to all sectors of the economy;

2.   promote the entrepreneurial development plans of the country by the Under graduate and postgraduate programs;

3.   offer research-led diversified programs that are relevant to the country;

4.   prepare trainees with the necessary knowledge, skill and attitude so that they can fit for purpose;

5.   undertake research on local, national and international issues and problems;

6.   Create national and international link.

3. Responsibility of Select Business and Technology

As per the Higher Education Proclamation Act Number 650/2009, Select Business and TechnologyCollege is responsible to:

1. uphold the objectives of higher education and the guiding values of the institution; and ensure that it is an institution of scholarship;

2. develop programs of study and provide higher education; a prepare and supply qualified graduates in knowledge, skills, and attitudes on the basis of needs of the county; and award academic qualification in accordance with its programs;

3. undertake and encourage relevant study, research, and community services in national and local priority areas and disseminate the findings as may be appropriate; undertake, as may be necessary, joint academic and research projects with national and foreign institutions or research center's;

4. recruit and administer its personnel and manage its finance and property in accordance with this proclamation and other applicable laws;

5. legislate and implement internal rules and guidelines in accordance with this proclamation;

6. prepare and implement institutional plans, budget and organizational structures, and submit performance reports in accordance with this proclamation;

7. establish cooperation relations with industries and other institutions in pursuit of its mission;

8. give recognition or award prizes or honorary degrees to persons of outstanding achievements or contributions to society;

9. provide support to primary and secondary education and provide support and cooperate with preparatory, technical and vocational, and with other higher universities schools as may be appropriate;

10. publish annual and multi-year statistics on educational input and output and financial incomes and expenditures as stipulated in this proclamation

11. Discharge other responsibilities provided for in this proclamation and in its instrument of establishment.

4. Vision, Missions, and Values

Vision

Select Business and Technology College envisions being the most reputable private higher education institution in 2025 in terms of outstanding quality education, research, training and community development

Mission

Select Business and Technology College has the following missions to accomplish:

1. conduct quality and outcome based training to produce higher level human resource and supply to the industry;
2. produce competent entrepreneurs who could contribute to the technology transfer endeavors of the country;
3. provide quality higher education at all levels with affordable price through regular, continuing and distance education modes so as to produce competent professionals who can support the development Endeavour of the country
4. undertake research that helps to solve the socio-economic problems of the countryand that can also add new values and knowledge to the society;
5. render consultancy and short-term training services to businesses, government and nongovernment organizations to help them accomplish their objectives;
6. Render various community services to fulfill social responsibilities expected of is as an academic institution.

Values

Select Business and Technology College has committed itself to promote the following organizational and individual values both at institutional level and among its staffs.

Organizational Values

- ☐ Quality
- ☐ Excellence
- ☐ Secularity
- ☐ Equity
- ☐ Gender Sensitivity

- ☐ Reliable Partnership

- ☐ Diversification
- ☐ Expansion
- ☐ Involvement
- ☐ Collaboration
- ☐ Transparency

- ☐ Decisiveness

- ☐ Honesty

- ☐ Confidentiality

- ☐ Loyalty

- ☐ Problem Solving

- ☐ Innovativeness/Creativity

- ☐ Self-initiation

- ☐ Competence

- ☐ Collaboration

5.INTRODUCTION TO ICT POLICY

This policy defines Select Business and Technology College Acceptable Use for Information and Communication Technology (ICT) Resources. The ICT Resources provided for academic purposes and College businesses are extremely valuable assets which are relied upon for the delivery of College services.

This policy is designed to detail all areas of the College's business and to recognize academic freedom when using ICT Resources. The intention is that this policy will enable the College to carry out its activities, by protecting and preserving College ICT Resources at the appropriate level. The objectives of the policy are:

- To provide guidance for the acceptable use of ICT Resources at SBTC.
- To outline development, implementation and sustainability of ICT in the College.
- To promote efficient and effective usage and operations of ICT based systems in the College.
- To ensure users have proper awareness and concern for the security of ICT resources and adequate appreciation of their responsibilities during its use.
- To ensure users are aware of their legal obligations when using ICT resources.

6.Scope

The policy applies to any person using or accessing the ICT infrastructure owned, managed, supported or operated by, or on behalf of the College and on college property.

7.ANTI-VIRUS & ANTI-SPAMMING POLICY

The purpose of the college's antivirus and anti-spamming policy is to ensure the College has adequate protection from computer viruses, unwanted and unsolicited mails both internally and externally by deploying an antivirus and anti-spamming software on College owned facilities. The college provides licensed antivirus software that is deployed to college owned facilities.

All users within the College are to ensure their personal computers have up-to-date and licensed antivirus software running on their machines.

8.The ICT Development Office will:

- Employ virus management measures at appropriate points of the College network.
- Implement virus control software and procedures to ensure that all networked computer servers and ICT managed work stations are protected against virus infection.
- Immediately disconnect compromised ICT facilities and services from the College network and these will remain disconnected until the infection has been remedied.
- Disconnect from the College network any user-owned or leased equipment that does not have appropriate and maintained antivirus software installed.
- Monitor continuous update of the anti-virus software installed.

9.BANDWIDTH USAGE POLICY

SBTC is dedicated to ensuring efficient and fair network utilization with the intention to meet the growing bandwidth requirements of the entire college. The purpose of the guideline is to ensure that the Select Business and Technology College community has a clear understanding of proper procedure and usage, and to ensure that all users are able to obtain their fair share of the wired/wireless network.

This guideline applies to all SBTC affiliates that are students, faculty and staff members as well as guests. Management of bandwidth resources shall be entrusted to the ICT Development Office. Policy Statement

- Internet bandwidth will not be over utilized as to prevent access to critical information, research and online educational material.
- Unauthorized persons/users are not allowed to access internet facilities within the campus network
- ICT resources shall be monitored at all times by the ICT Development Office for efficiency and optimal usage by all the users.
- Use of internet is allowed as long as it does not violate the policy or degrade the performance of the network or divert attention from work or studies.
- No user may damage, alter, or degrade equipment providing internet and network connections, thus hindering others in their use of the Internet.

- In cases where a user has been asked to disable a service, and does not do so, the ICT Development Office may revoke access to the network and initiate appropriate disciplinary procedures against the user. Disciplinary actions may include loss of network access for 30days or more.

Users shall not:
- Download or store music, media or any other files where copyright issues may be of concern;
- Use the College Internet facility for running private businesses;
- Upload, download, or transmit:
- Copyrighted materials belonging to third parties
- Offensive, fraudulent, threatening or harassing materials
- Propagate computer viruses, run peer-to-peer software, send and/or receive unofficial files or undertake activities that cause network congestion;
- Use SBTC facilities to gain unauthorized access to any computing, information, or communications devices or resources

10.DATA BACKUP & RESTORATION POLICY

10.1. Introduction
Data backups are a requirement to enable the recovery in the case of events such as natural disasters, system espionage, data entry errors, or system operations errors. All backups must conform to the following best practice procedures.

10.2. Purpose
Ensuring no loss of information and successful recovery of data in the event of an equipment failure or intentional distortion This policy is designed to protect data in Select Business and Technology College

10.3. Scope
This data backup policy applies to all Select Business and Technology College entities who use computing devices connected to the SBTC network or who process or store critical data owned by SBTC.SBTC users are responsible for arranging adequate data backup procedures for the data held on computer systems assigned to them. The ICT Development Office is responsible for the backup of data held in servers and related databases.

The responsibility for backing up data held on the workstations of individuals falls entirely to the user. Policy Statement Data to be backed up include the following information:

- A weekly backup should be done.

- Copies of the backup media, together with the backup record, should be stored in a safe location.

- Records of what is backed up and to where, must be maintained.

- Regular tests of restoring data/software from the backup copies should be undertaken once per semester by the ICT Development Office, to ensure that they can be relied upon for use in an emergency.

- The backup media must be precisely labeled and accurate records must be maintained of backups done.

- Three consecutive monthly backup media stores should be retained, in a secure location

- User data stored on the hard drive.

10.4. Procedures

Users who need files restored must submit a request to the ICT Development Office including information about the name of the file, the last time it was changed, and the date and time it was deleted or destroyed.

11.EMAIL ACCEPTABLE USE POLICY

Select Business and Technology College provides email resources to support its work of teaching, administration, scholarly research, and public service. This policy statement sets forth the college's policy with regard to use of, access to, and disclosure of email and to assist in ensuring that the college's email resources serve the purpose for which they are intended.

- All new students are assigned a Select Business and Technology College SMIS username and password.

- All academic and administrative staffs are assigned a Select Business and Technology College email address. The email follows the format of firstname.lastname@SBTC.net.This makes it easy to identity anyone's email address within Select Business and Technology College. Use of official emails is required for college related communication.

- Generic office emails are encouraged for continuity and reference purposes in cases where we have contractual office bearers.

- Responsible use of Select Business and Technology College emails is encouraged. Each email address created has a space allocation of 15GB.

- All users will be trained on how to use the email system and best email practices.

- Emails of staffs who have completed their employment are never deleted from the system. Thus we encourage responsible use of the email facility.

- Although active use of the email system is encouraged, abuse of this system can result in serious consequences. Inappropriate use of the systems includes:

  ✓ Use of the college's email system to set up personal businesses or send chain letters

  ✓ Forwarding of College's confidential messages to external locations

  ✓ Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal

  ✓ Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the content is a personal attack, sexist or racist, or might be considered as harassment

  ✓ Breaking into the college's email system or unauthorized use of a password/mailbox

  ✓ Broadcasting unsolicited personal views on social, political, religious or other non-business related matters

  ✓ Introducing any form of computer virus or malware into the college's network

  ✓ Use of the email system for purposes that any reasonable person would know the College would not approve of.

12. Disclaimer and Confidentiality Notice

The following disclaimers apply to all emails sent on the Select Business and Technology College mail system:

Any opinions expressed in this message and any attachments are those of the sender only and do not necessarily represent the views of Select Business and Technology College. The College accepts no responsibility for the content of this e-mail.

The information contained in this message and any attachments is intended solely for the use of the person(s) to whom the message is addressed. The information may be confidential and, if you are not the intended recipient, you must not disclose, copy or distribute. Please notify the sender immediately.

13. INFORMATION SECURITY & PROTECTION POLICY

13.1. Purpose

This policy is designed to protect SBTC resources on the network by requiring strong passwords along with protection of these passwords, and establishing a minimum time between changes to passwords.

13.2. Scope

This policy applies to any and all personnel and students who have any form of computer account requiring a password on SBTC network including but not limited to a domain account, SMIS account and e-mail account.

13.3. Policy Statement

- Do not leave your computer accessible when unattended.
- Don't use part of your username/login/acronyms/ name in your password.
- Don't use parts of numbers easily remembered such as phone numbers and addresses.
- Make sure your password is changed regularly.
- Never send a password through email.
- Never tell anyone your password.
- Never use the "Remember Password" feature of application programs such as Internet Explorer, your email program, or any other program.
- Never write passwords down or store online without encryption.
- Always use different passwords for various Select Business and Technology College accounts whenever possible.
- Remember to copy data regularly for security and backup.
- Do not hint at the format of a password (e.g., "my home town, my date of birth").

14. USER SUPPORT & MAINTENANCE POLICY

14.1. Introduction

ICT systems play a major role in supporting the day to day activities of the College. Maintenance and Support of the ICT systems is essential to the success of academic and administrative activities.

14.2. Purpose

- To provide a framework for the best operational practice, between the ICT Development Office and the users; that enables all involved to save time and provide any ICT assistance that may be required.

- To ensure that all the College's ICT systems, programs, data, network and equipment are functional.

- To ensure that all the users are responsible for reporting immediately any malfunctions of any ICT equipment to the ICT Development Office.

User support is open to all computer hardware and software owned by SBTC and all users of computer systems, including but not limited to college students, faculty and staff. The areas of support include equipment repair and preventive maintenance.

15. COMPUTER LABS POLICY

SBTC has set up computer labs for academic, instructional, research and administrative purposes.

This policy is in place to ensure that the computing labs are kept functioning at an optimal level of effectiveness for all users.

All persons using SBTC computer labs and equipment must abide by this policy.

Violation of these policies will result in loss of computer lab privileges.

15.1. Policy statement

- Persons using laboratory equipment must have a SBTC ID card valid for the current semester and must be able to produce the card upon request.

- All persons using the lab are responsible for backing up their own data and protecting their own information.

- Smoking, food and beverages, are prohibited in the labs.

- Audio output or sound playing devices are permitted only with the use of headphones.

- SBTC lab equipment may not be used for business purposes or in any for-profit venture.

- Disabling computers by disconnecting cables, removing hardware, installing software or locking workstations will be considered vandalism and treated as such.

15.2. Procedure

- The computer lab is open during the semester and office hours.

- The computers in the computer lab all have an updated antivirus. Therefore, students can freely use their removable storage media.

- All problems or assistance should be reported to ICT Development Office.

16. WEBSITE USE & UPDATE POLICY

The policy ensures that Select Business and Technology College website is open and the public has rights to access appropriate information and data provided for public view.

The website shall be maintained in a user friendly and accessible state. The ICT Development Office has the responsibility of updating the website every first week of the month.

The ICT Development Office will ensure the websites are always available to the public.

16.1. Purpose

The Select Business and Technology College website is designed to make it easier and more efficient for visitors to learn about and interact with Select Business and Technology College. Like all online resources, we recognize that website visitors are concerned about issues of privacy, security of information, the quality and accuracy of the information presented.

The mission of the SBTC website is to:

- Provide a means of communicating news and information regarding SBTC to the general public, academic communities elsewhere, faculty, students, and staff within Select Business and Technology College.

- Act as a resource for research and education for the general public, academic communities, staff and students.

- Highlight and showcase the exciting and original ongoing research and innovation at the college, as well as the academic and educational accomplishments of Select Business and Technology College.

- Select Business and Technology College is committed to preserving privacy and security while visiting the website and to giving the best possible information.

- Select Business and Technology College may, at its sole discretion, change, modify, add or delete portions of this policy.

This Policy also applies to:

- All Select Business and Technology College Administrative Students, academic staffs and administrative staffs who are in charge of providing information for respective website webpage(s).

17.Copyright

All materials posted on the site are subject to copyrights owned by the Select Business and Technology College or other individuals or entities. Any reproduction, retransmission or republication of all or part of any posting or document found on the site is strictly prohibited, unless Select Business and Technology College or the copyright owner of the material has expressly granted its prior written consent to so reproduce, retransmit or republish the material.

All other rights are reserved.

Responsibilities

- The day-to-day operation of the website will be overseen and maintained by the ICT Development Office.
- The college Principal can either allow updates to be live, if compliance is confirmed or contact the author for amendments.

Procedure

- The Select Business and Technology College website will be updated regularly.
- Any person requesting a webpage update, revision or inclusion must submit a written request to the relevant Head of Department for approval before communicating to the ICT Development Office.
- Upon submission, all requests will be reviewed and you will be contacted via e-mail or phone regarding the status of your request.
- Any updates to a web page must be submitted in their entirety before an update begins. For instance, if one of your web pages needs to be updated, you must submit all text and images required to update that page.

Limit of liability

SBTC may not be held responsible for any loss or damage arising from use of the SBTC website.

The ICT Development Office may not be held responsible for any mistaken or outdated content on the SBTC website.

18.HARDWARE AND SOFTWARE DISPOSAL POLICY/ ICT

ASSET DISPOSAL POLICY

Select Business and Technology College must dispose of all technology hardware and software in environmentally friendly manner and in the relevant accordance to disposal laws and the Ethiopia laws, including, but not limited to regulating waste and respecting copyright and licensed software. We aim as much as possible to avoid creating e-waste.

Purpose

The policy applies in the event that a department possesses technology hardware or software that is no longer required due to:

- Excess of useful life
- Lack of continued need
- Inability to upgrade required hardware or software
- Damage
- Excessive maintenance cost
- Reception of a new computer

Policy Statement

- All such equipment must be evaluated by both the ICT Development Office and the head of relevant department in accordance to the policy.
- Disposal is through the Store Manager of the college.

Based on the assessment of the equipment the following process will be followed:

1. **Redistributed**

If a computer meets current minimum standard requirements, it will be redistributed to a location within the college based on the overall needs of the college.

2. **Donated/ Sold**

Any hardware considered no longer in service to the college can be donated/sold to:

2.1 Non-profit educational institutions

2.2 Non-profit organizations

2.3 Any interested person/company

The ICT Development Office will ensure the hardware is cleared of all software licensed to the college and any data.

3. **Salvaged**

Any hardware that can no longer be used, but which has useful parts, will be salvaged for its parts. Those parts could be used by the ICT Development Office. Disposed of Computer hardware and peripherals, which cannot meet the above categories, will be disposed. This equipment will be picked up by a reputable environmentally certified recycling company in compliance with all state laws.

Any equipment, which is donated, salvaged, or disposed, will have a completed disposal record form.

Approval will be provided by the Head of ICT Development Office and controller by Finance Head.

19.ICT TRAINING POLICY

The College recognizes the need for ICT training and development of all its users to achieve its mandate. The purpose of this policy is to ensure high ICT competency among employees for optimal utilization of the ICT resources.

This policy covers all ICT capacity building aspects including technical, managerial and user trainings. Training will be conducted to sharpen the existing ICT competencies to improve performance; provide new ICT skills and bridge any skill gaps.

This policy will be executed in line with the College ICT policy requirements. Guidelines:

- Training and capacity building of employees involved in operations, management and support of all newly deployed systems shall be conducted.

- Users shall be trained on software's and systems they use for their daily work.

- Regular refresher courses shall be conducted.

- New users at SBTC will be inducted to all the software they require to execute their responsibilities.

20. E-LEARNING POLICY

This policy is designed to support college e-learning activities. The policy will enable SBTC carry out its online activities by protecting and preserving College ICT Resources at the appropriate level.

It is the College Policy to enable access to and coverage of college education by using ICT in instruction, learning and research through the college-wide implementation of E-learning. SBTC has a Learning Management System in place which runs on Moodle software. It is accessible using eLearning.

To support this policy, Select Business and Technology College will:

1. Create organizational (trainer capacity, training management) and technical (practice lab and computer-based training tools, self-paced training modules conditions assuring continuous in-house e-learning training capabilities in the long-term.

2. Ensure and require that all students and academic staff are trained on a continuing basis to equip them with the requisite skills to fully exploit the digital learning environment in their different disciplines.

3. Develop college-wide and contribute to global e-learning networks based on academic interest's groups and research collaborations.

4. Establish the appropriate infrastructure and software responsive to academic needs through the designated central technological unit.

E-Learning Goals

- To provide an electronic education delivery system for greater access by our students;

- To provide flexibility of time and location;

- To promote the integration of technology in the learning environment

- To promote globalization of education through electronic access to information and experts worldwide particularly among other colleges and universities

- To identify, provide, expand, and coordinate the development of quality courses and programs to meet the needs of e-learners.

- To Encourage and support the use of the learning management system and other technologies in both face-to-face and online learning environments.

- To evaluate periodically and comprehensively every facet of thee-learning program and use these results to restructure and improve the program.

- To ensure and require that all students and academic staff are trained on a continuing basis to equip them with skills to fully exploit the DLE in their different disciplines.

- To establish the appropriate common DLE infrastructure and software responsive to academic needs through the designated central technological unit.

- Units shall develop and nurture complementary methods of teaching and learning to e-learning as a medium of distance learning both within campus and outreach /upcountry centers, in the long term.

21.Student Privacy

All students will have an e-learning account created when they join SBTC. They will be enrolled in the courses they are pursuing for the semester and will have access to the courses. Students will only have access to their particular account and be advised to set up a strong password.

The lecturer will grade the assignment that they give and the marks will only be visible to the particular student, thus ensuring student's privacy.

E-Learning Training/ Support

The ICT Development Office will train new students on how to login, access and download class notes as well as upload class assignments as given by the lecturers.

The ICT Development Office will also train new faculty on how to login, access, upload class notes and class assignments. They will also be taken through the process of downloading and grading assignments.

The ICT Development Office will offer support to every user of the LMS experiencing difficulties troubles.

The person experiencing difficulties will be expected to write an email or make a phone call to bring to the attention of the ICT Development Office that they have troubles. The trouble shooting will be resolved at the earliest time possible.

Virtual Classroom

A virtual classroom is an online classroom that allows participants to communicate with one another, view presentations or videos, interact with other participants, and engage with resources in work groups. The virtual classroom will run on Google meet by Video Communications. This is web application that allows one to make a video call for 2 hours. In order to use the classroom, the faculty and students will be required to make a reservation to avoid double booking. Responsible use of equipment in the room is highly encouraged in order to serve us all well.

Only those who have undergone the Virtual Classroom training will be allowed to use the room.

22.ICT POLICY IMPLEMENTATION GUIDELINE

The ICT policy implementation exercise is dependent on obtaining approval and support from the College Senate. The commitment of the senate will enable establish a cohesive link between the college's objectives and the ICT Policy.

It is the responsibility of the ICT Development Office to inform management in advance of the financial year of every support required of the SBTC management. The College management will fulfill the following responsibilities: -

- Strengthening of the ICT Development Office - SBTC shall strengthen the ICT Development Office as the office in charge of daily operation of ICT and the lead in the implementation of the ICT Policy.

- Recruiting and retaining qualified personnel - Because of complex, constantly evolving nature of the ICT industry, it is of critical importance that the college employs and retains qualified staff to enable a successful implementation of the ICT policy

23.ICT POLICY DOCUMENT CONTROL

Document Name	Select Business and Technology College ICT Policy
Prepared by	SBTC ICT Development Office
Approved by	SBTC Senate
Effective Date	January 01,2022

CONTACT

- The ICT Office is open Monday – Friday from 8:30am to 5:30pm, except on approved holidays.

- Outside office hours, the ICT administrator can be reached via email Ictoffice@SBTC.net and a response can be expected by the end of the next working day.