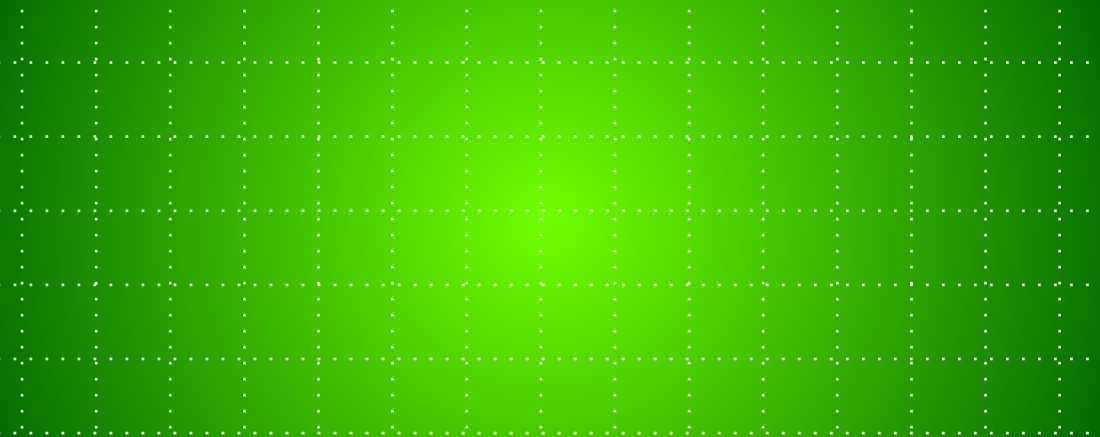
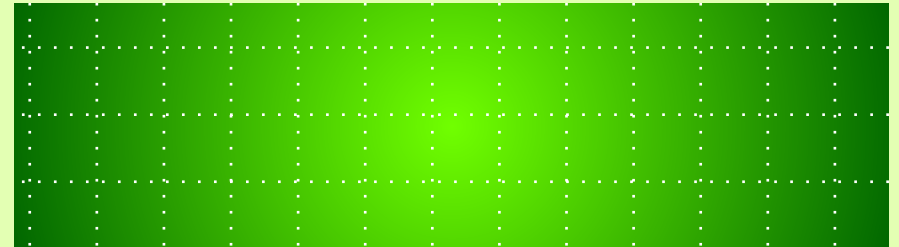




**FEDERAL UNIVERSITY OF
AGRICULTURE, ABEOKUTA**

FUNAAB... for knowledge that develops and sustains



Policy on Information and Communication Technology

**Federal University of Agriculture Abeokuta
P.M.B 2240, Web: www.edu.ng**



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About The University



THE UNIVERSITY IN BRIEF

The Federal University of Agriculture, Abeokuta, Nigeria (FUNAAB) was established on January 1, 1988 with a tripodal mandate of Teaching, Research And Extension services in Agriculture and related fields.



**OUR
VISION**

TO BE A CENTRE OF EXCELLENCE
IN KNOWLEDGE GENERATION
FOR GLOBAL DEVELOPMENT AND
THE SUSTENANCE OF AN
ENVIRONMENTALLY FRIENDLY
SOCIETY



OUR MISSION

TO BUILD GREAT FUTURE LEADERS AND
GENERATE KNOWLEDGE THROUGH
RESEARCH AND INTELLECTUALLY
STIMULATING ENVIRONMENT FOR
TEACHING, LEARNING AND COMMUNITY
OUTREACH TOWARDS SUSTAINABLE
DEVELOPMENT



About The Policy



The policy was approved by the senate of the Federal University of Agriculture, Abeokuta at its 194th statutory meeting of February 28, 2013 to guide all ICT deployment and operations carried out within and outside The University by its staff and students.



1.2 INTRODUCTION

Advancement in Information and Communication Technologies (ICT) and its widespread adoption has changed the world dramatically and is bound to continue to do so in the future. ICT is also radically redefining education: what it is and how it is administered. The preparedness and commitment of a Higher Educational Institution (HEI) to leverage on ICT will significantly influence her relevance, competitiveness, impact, growth and wellbeing. It is based on this that the Federal University of Agriculture, Abeokuta (FUNAAB) developed this ICT Policy Plan to serve as a guideline for effective deployment and utilisation of ICT in actualising her tripodal mandate of Teaching, Research and Extension services for sustainable development. This Policy was initially drafted by the ICT Management Committee under the Chairmanship of Prof. M. A. Waheed, Director of Academic Planning, and subsequently reviewed and harmonized by a three-man committee, setup by the Vice Chancellor, before its consideration and final approval by the University Senate. The Review Committee includes Dr. A. Ajayi – Ag. Head, ICTREC; Dr. O. Folorunsho – Head, Webometrics Unit; and Dr. Olukayode D. Akinyemi – Director, Directorate of Grants Management as Chairman.

1.3 Background

The Federal University of Agriculture, Abeokuta was established on January 1, 1988 by the Federal Government as one of the three Universities of Agriculture in Nigeria. The Federal Universities of Agriculture Act which established the Universities of Agriculture gave them the mandate of teaching, research and extension services over the country.

Various steps and decisions taken over the years evidently show FUNAAB's appreciation of the importance and need to embrace ICT. Administratively, the following organs of the university are involved in ICT training, services and/or administration:

- ICT Resource Centre
- ICT Management Committee
- ICT Master Plan Implementation Committee
- University Management
- University Senate.



1.4 SWOC Analysis Strength

- Wide blend of experienced professionals in various ICT fields
- World Class ICT facilities at the International Scholars and Resource Centre
- ICT compliant auditoria (Mahmood Yakubu 2000 Seater Lecture theatre, Julius Amioba Okojie 1, 2 and 3 e.t.c.)
- Existing computer laboratories (500 Seater Lab, 200 Seater Central Computer Laboratory, Computer Science Department Laboratory)
- Conducive executive computer training centre (GTB-ICT Training Centre)
- Existing Interactive whiteboard in Lecture halls
- Automation of 'Nimbe Adedipe Library using Graphical Library Automation System (GLAS)
- Institutional Access Rights to Online Journals: AGORA, HINARI, EBCOHOST, OARE e.t.c.
- Existence of Digital Libraries: TEEAL, eGranary, *CAB Abstracts*, *Agrindex*, *Agricola*
- Campus wide CCTV deployment
- Instant production and issuance of staff and students' ID cards
- Dynamic, high traffic and content rich web site
- Robust Online services: application for admission procedures, student registration, course registration, transcript (100 to 300 level), results checking, exam schedule, semester time table, courseware, hostel accommodation etc.
- In-house managed Students' record
- Experience in conducting Standardised Computer Based Test (CBT)
- Well-coordinated ICT training programs
- In-house generation of scratch cards and access PIN for students
- Existing collaboration with renowned high-tech organisation such as Google, Cisco, Gillat, Cheltenham, O'Net.

Weaknesses

- Nonexistence of an ICT building
- Epileptic power supply
- Aged and weak ICT infrastructure
- Inadequate working tools
- Limited bandwidth
- Lack of data recovery systems
- Lack of integrated enterprise system
- Insufficient computing facility to meet students and staff usage



- Inadequate access to library resources
- Prevalent ICT knowledge and skill gap
- Out-dated digital library
- Weak ICT collaboration with other universities
- Inadequate departmental computing facility for Computer Science students (undergraduate and Post-Graduate)
- Lack of fully accessible computing facility for students at College/Departmental level
- Lack of appropriate equipment for seamless delivery of lectures.

Opportunities

- Conducting training events and seminars
- Usage of laboratories for external training
- Computer Based Examination for National Examination (UTME), National Open University (NOUN) etc.
- Hosting national and international workshops, conferences in available auditoria and conference centres
- Provision of Internet services to the public on commercial basis
- Internet Service Provider (ISP) licence which grants FUNAAB a reseller's right
- Advances in mobile technology
- External funding for ICT from donor organisations or philanthropists
- Increasing interest in FUNAAB as an institution of choice
- Wide interest of students in social media and online interaction.

Challenges

- High cost of bandwidth procurement
- Poor maintenance culture
- Obsolete ICT equipment
- Inadequate budgetary allocation for ICT development and sustainability
- Digital divide
- Need to stay abreast of ICT trends and technological advancement
- Need to embrace current trends and technologies in ICT e.g. use of Windows 8, Office 2010, SQL Server 2012, iPad, Androids and other mobile devices
- Need for regular training and re-training (in-house and external) of personnel involved with deployment and usage of ICT solutions
- Temporary ICT offices locations which make long term ICT planning difficult
- Non-representation of ICT professionals in management and decision making committees.



1.5 ICT Policy Mission

To advance FUNAAB's evolution into a leading world-class University by maximally utilising ICT in enhancing administrative procedure and improving delivery of her teaching, research and extension services/outreach mandate towards sustainable development.

1.6 Rationale

ICT is increasingly becoming one of the strategic and critical resources for a university next to financial and human resources. There is therefore the need to formulate a policy plan to engage ICT in FUNNAB's quest of evolving into a leading world-class University.

1.7 Purpose and Scope

Sustainable development is only possible where there is a solid plan being systematically implemented. The purpose of this ICT policy is to provide an ICT development and deployment plan that will enhance and sustain FUNAAB evolution to a leading world-class University. It is based on a holistic consideration of the mission and mandate of the University and the objectives of ICT related units in the University. On adoption of this policy, it would be the basis of an ICT Master Plan which will provide detailed specification of ICT projects to be implemented.



2.0 KEY POLICY ISSUES, OBJECTIVES AND STATEMENTS

2.1 ICT Edifice

Issues

- A central, standard and permanent ICT building does not exist in the University.
- Long term ICT development consideration (e.g. fibre optics path) is hampered by non-permanent structure
- Constraint in space evident by non-existent disaster recovery plan, choky server room, overcrowded browsing space, heavy traffic congestion of students, etc.
- ICT personnel work in non-conductive environment
- Insufficient operational tools for ICT Personnel.

Policy Objectives

- To ensure that the University has a permanent, central and standard ICT Building
- To ensure better and long term ICT developmental plan
- Improved staff performance and efficiency
- Ensure ICT is given appropriate attention it deserves.

Policy Statements

- The University shall put in place a world class ICT edifice to accommodate staff and equipment
- The University shall put in place disaster recovery plan to avoid permanent loss of data or long service failure in the event of a disaster.

2.2 Expansive Network and Internet Services

Issues

- The need to extend fibre backbone and network coverage to all existing buildings within the University community
- Lack of consideration of ICT infrastructure in building construction



- The need to provide sufficient bandwidth to support the academic and research needs of the growing staff and students' population, as well as resell to the general public
- There is need to sustain funding of required bandwidth
- The need to introduce intranet services for effective and quick communication amongst staff and student without internet bandwidth consumption
- Unavailability of power supply to network and internet equipment at the end users' nodes leading to service failure and equipment breakdown
- Network usage pattern and performance report is not readily available
- Lack of dedicated servers for handling essential network services such as DNS, Mails, DHCP, PBX, radius, mikrotik and back-ups
- The existing network is currently flat leading to broadcast, security issues, difficulty in management and decline in performance.

Policy Objectives

- Ensure availability of network resources and services, anytime, anywhere within the habitable University community
- Enhance the optimal performance and longevity of servers and network equipment
- Provide reliable and fast Internet services to meet the academic and research needs of the University community
- Provide students access to learning resources through intranet facility
- Enable staff and students to securely communicate and share resources via the intranet
- Sustaining funding for cost of required bandwidth
- Accurately determine traffic flows, utilisation, and other performance indicators on a network.

Policy Statements

- The University shall include ICT infrastructure in building proposals and plan
- The University shall involve ICT personnel(s) at the planning and construction stages of new buildings for technical input on network cabling and ICT infrastructure considerations



- The University shall extend fibre backbone and network connection to all locations on campus
- The University shall ensure provision of sufficient bandwidth to serve the needs of the university
- The University shall include service charges for Internet connection to ensure sustainable Internet services
- The University shall ensure consistent power supply for network equipment
- The University shall deploy Network monitoring and analysis tool
- The University shall make dedicated servers available for essential network services
- The University's network shall be segmented.

2.3 ICT for Administration

Issues

- Obsolete and insufficient equipment for acquiring, managing and storing of staff and students records
- Inadequate security, recovery plan and back-up systems for staff and students' records which are critical data
- Poor integration of existing systems in Institutes, Colleges, Centres and Units to facilitate prompt and smooth update of record
- Most administrative functions and activities are not automated
- Insecure and out-of-date identity card system
- Limitation and inability of the students' registration system to meet up with the evolving requirements and needs.

Policy Objectives

- Ensure information on every student and staff is securely stored in a data bank, up-to-date and readily accessible
- Ensure the security and integrity of the Database Management System
- Upgrade the identity card system of staff and students to include biometric features



to enhance security

- Eliminate or reduce service waiting time for staff and students
- Automation of more administrative functions and activities.

Policy Statements

- The University shall provide up-to-date equipment for acquiring, managing and storing of staff and students records
- The University shall upgrade her Identity Card System to include biometric features
- The University shall tighten the security of her critical database and implement modern recovery plan
- The University shall initiate the automation of administrative functions and activities.

2.4 ICT for Teaching, Learning and Evaluation

Issues

- Curriculum not at par with current trend and technology
- No licensed software and dedicated server for running the e-examination
- Traditional learning model no longer effective due to increase in number of students and space constraint
- Inappropriate lecture delivery platform for seamless access of presentation materials.

Policy Objectives

- Our students are trained and exposed to world class standard
- To improve the teaching methods and environment in the University
- Position the University to conduct e-examination locally, thereby saving cost of contracting it out and exploring opportunity of offering the service to other institutions.



Policy Statements

- The University shall ensure curriculum of ICT related courses are regularly checked and updated to be sure they still meet world standards
- The University shall ensure curriculum integration strategies for teaching with ICT
- The University shall ensure that advanced technological methods are adopted to complement learning
- The University shall make e-resources available on the University intranet for easy accessibility
- The University shall provide a licensed software and server for the purpose of conducting e-examination.

2.5 ICT for Research

Issues

- Awareness and usage of free online collaborative tools is low
- Low adoption of ICT tools and technology as teaching aids
- Out-dated eGranary (2005) and TEEAL (2009) subscriptions.
- Low patronage of acquired Library e-resources.

Policy Objectives

- To enjoy access to recent journals
- To increase access to e-resources
- Expose our students to world class resources
- Increase collaboration with other universities and organisations.

Policy Statements

- The University shall ensure student and staff are exposed to and encouraged to explore collaborating tools for research purpose
- The University shall regularly update her e-Library collection
- The University shall make e-resources available on the University intranet for easy accessibility.



2.6 ICT Equipment: Procurement and Disposal

Issues

- There are ICT equipment that are not optimally used
- Some ICT equipment are defective on supply or after short usage
- Possibility of educational discount on ICT purchase especially software is not fully explored
- Non-serviceable ICT equipment littering offices
- Non-inclusion of ICT personnel in ICT procurement, verification and disposal of equipment
- Over-aged ICT equipment
- Purchase of ICT equipment that have no or inadequate warranty.

Policy Objectives

- Promote the longevity of ICT equipment
- Save cost and obtain best value for money in purchase of ICT equipment
- Ensure the University gets value for investment made on ICT equipment
- Make the University office environments clean, safe and properly ventilated
- To be abreast of the latest trends in technological advancements.

Policy Statements

- The University shall ensure that ICT professionals are consulted before and after the purchase or supply of any ICT equipment
- The University shall procure ICT equipment from credible companies (partners and distributor of equipment)
- The University shall put in place a Memorandum Of Understanding (MOU) with any supplier of ICT equipment on technology transfer
- The University shall ensure that only ICT equipment with detailed and well spelt-out warranties are purchased
- The University shall consider only detailed specifications of all ICT equipment to be procured (software and hardware)
- The University shall ensure that all ICT equipment that have spanned a period of 5 years or more be considered for replacement or upgrade



- The University shall ensure that all unused and unserviceable ICT equipment are regularly disposed
- The University shall ensure thorough inspection of all procured ICT equipment by an ICT professional to ensure meeting up with required specifications and the University's ICT procurement policies.

2.7 ICT Equipment: Maintenance and Upgrade

Issues

- Lack of adequate working tools for repairs and maintenance purposes
- Spare parts do not exist for quick replacement and troubleshooting
- Improper storage of manual and drivers of procured ICT equipment
- Concerned ICT personnel are not well trained on the maintenance of newly acquired ICT equipment
- Lack of a centralised ICT maintenance workshop to serve as a single point for maintenance to all ICT equipment in the University community.

Policy Objectives

- Provision of adequate working tools for maintenance and repair purposes
- To ensure availability of spares of any ICT equipment in use within the University Community
- Reduce down time due to breakdown of ICT equipment
- To ensure that manuals and drivers of all ICT equipment are easily accessible for maintenance and upgrade
- In-house capacity building of ICT maintenance staff which saves cost on the long run.

Policy Statements

- The University shall continually ensure knowledge and skill acquisition for ICT personnel in order to cater for repairs of acquired computers and accessories
- The University shall make available spare tools in storage for quick replacement and repairs in the event of ICT equipment breakdowns

- The University shall ensure that all manuals and drivers for acquired equipment are centrally kept for future use
- The University shall provide a centralised ICT Maintenance Workshop within the ICT edifice to service the University Community
- The University shall make available up-to-date maintenance/repair tools for ICT equipment.

2.8 ICT Security: Risks and Safeguards

Issues

- Some computer systems in use within the University community are not protected from viruses, spywares, malwares etc.
- No existing plans on ground to cater for Network Intrusion Detection and hacking
- Non-preparedness for fire outbreaks and other natural disasters in ICT laboratories, server rooms and training centres
- Increased vulnerability due to unhealthy password practices such as using weak password and legitimate users disclosing their access password.

Policy Objectives

- Ensure that only licensed software are used in the University so that the benefit of upgrade and security patches are utilised
- Ensure the computers in the University are free from malicious software
- Protect ICT equipment, infrastructure and personnel from possible disaster
- Protect the University systems from external attack
- Enlighten and encourage the University community on ethical password practice.

Policy Statements

- The University shall acquire central licensed



Policy Statements

- The University shall support the establishment of a help desk to coordinate and provide information/assistance to ICT end-users
- The University shall ensure communication channels are in place between the University Community and the Helpdesk
- The University shall make available a pool of ICT resources readily accessible to the entire University Community.

2.10 ICT Manpower Development

Issues

- Versions of the software being widely used in the university are obsolete
- ICT knowledge and skill amongst staff is inadequate
- Publicity for ICT Training program is low
- Insufficient budget allocation for regular ICT training programme
- Lack of adequate motivation on ICT innovations and exploits
- Inadequate ventilation and lighting of densely populated laboratories
- Multimedia equipment are located in non-conducive environment
- Inadequate learning aids and support tools.

Policy Objectives

- Acquired ICT equipment are to be optimally utilised and well maintained
- Ensure acquisition, installation and usage of relevant software in the ICT laboratories
- Provide good publicity for ICT training programme within and outside the University community
- Provide substantial and accessible budget allocation for staffs' ICT Training
- Provide conducive ICT training laboratories for training and learning
- Ensure world-class training and provision of Computer Aided Instruction (CAI) in ICT laboratories
- Sustain exemplary performance by ICT personnel.



Policy Statements

- The University shall ensure that concerned staffs are trained on the usage and maintenance of newly acquired software and equipment
- The University shall ensure that ICT laboratories are well ventilated and adequately lit/ conducive to use
- The University shall provide required learning aids and support tools
- The University shall upgrade software being used in the University to meet current standards
- The University shall ensure consistent wide publicity for training programs/Workshops/Seminars
- The University shall make provisions for and easy access to ICT Training funds
- The University shall provide adequate motivation for ICT innovation and exploit.

2.11 Software Solutions

Issues

- Uncoordinated software development and over-simplification of development task leading to poor timing
- Duplication of data in multiple locations leading to update and reliability challenges
- Over reliance on manual procedures
- Lack of user manual and documentation of software used in the University
- Low adoption rate of new applications.

Policy Objectives

- Smooth integration of all software within the University community
- Ensure software in the University comply with software development standard to ensure robustness, reduction in maintenance cost and increased acceptance
- Ensure long term benefit is derived from software
- Ensure timeliness and cost effectiveness in software development and deployment
- Strengthen her in-house capability to develop and support the software need of



the University.

Policy Statements

- The University shall ensure that every software project has a project team coordinated by a team leader or project manager
- The University shall have its Institutional Enterprise Resource Planning (IERP) framework and review it yearly to reflect current ICT trend
- The University shall generate its own functional and non-functional requirements for any proposed solution
- The University shall ensure vendors are selected based on the competence of its development team showing their track record on similar projects, conformity with the requirements and fitness to the IERP.
- The University shall ensure vendor(s) adhere strictly to the standards
- The University shall provide development tool (licensed software, professional laptop etc) for in-house developers
- The University shall ensure that all software projects (in-house and outsourced) shall have as part of its deliverables: user manuals and training for support staff and end users
- The University shall thoroughly study and enter into Service Level Agreement (SLA) with any vendor of software being developed/deployed for the University to ensure the software continues to meet its requirements
- The University shall adhere to all agreement on any software purchased
- The University shall not allow usage of pirated software or tools by any of her staff.

2.12 Web Presence and Community Engagement

Issues

- Lack of increasing academic content
- Lack of awareness of Content Management in the University environment
- Low internal traffic generation from the University community
- The University's website does not fully reflect current activities of the University



due to late notification

- Absence of a repository for hosting relevant electronics academic document.

Policy Objectives

- Sustain an impressive position on web ranking results
- The University's website will adequately reflect the current activities of the University
- Support Open Access (OA) initiatives and promote global access to indigenous academic knowledge produced by the University as part of contribution to global knowledge
- Employ the University's websites for Community engagement.

Policy Statements

- The University shall create a channel for information on activities in the community to be passed to appropriate Unit(s) for prompt publishing on the Internet
- The University shall encourage regular uploading of rich contents to enhance her web ranking
- The University shall support Open Access initiative in promoting global access to indigenous academic knowledge produced by the University
- The University shall ensure that research output and results especially breakthroughs and landmarks in Agriculture, Science, Environment, Engineering and Veterinary medicine is made open on web immediately
- The University shall promote contribution to knowledge by ensuring that all University Scholars regularly submit abstract of newly published articles on highly impact journals and reflect same on the University's website
- The University Library shall set up, administer and maintain her repository with software used by leading Higher Educational Institutions (HEI) and recommended by ranking agencies.



2.13 ICT Usage

Issues

- Non-existence of a policy to guide the usage of ICT infrastructures and services by staff, students and visitors
- Lack of access to all staff and students.

Policy Objectives

- Ensure the integrity, reliability, availability, and superior performance of ICT Systems
- Ensure that use of ICT Systems is consistent with the principles and values that govern use of other University facilities and services
- Ensure that ICT Systems are used for their intended purposes.

Policy Statements

- The University shall ensure that community members working with or using institutional data in any manner must comply with all applicable country laws and all applicable University policies, procedures and standards, and all applicable contracts and licenses
- The University shall ensure all employed staff of the University have a valid ICT account for official and authorised personal uses. Such account will be disabled not later than three months after the staff member leaves the services of the university
- The University shall ensure all registered students of the University have a valid ICT account to enhance lawful use in the pursuit of their studies. Such account shall be disabled not later than three months (for Postgraduate) and not later than one month (for Undergraduate) after the student leaves the university
- The University shall provide email accounts for all Principal Officers of the University, Colleges, Institutes, Centres, Departments and Units for official uses. Such accounts shall be transferred to incoming officers in event of change in



administration

- The University is not liable for any loss or damage or consequential loss or damage, arising from personal usage of her resources. Users are required to regularly back up their data.

2.14 ICT Policy Enforcement

Issues

- The need to ensure ICT policy is adhered to by users.

Policy Objectives

- Monitor and assess compliance with ICT policy
- Establish processes for addressing policy violations and sanctions for violators.

Policy Statements

- The University may restrict access to any or all ICT resource(s)/service(s) on the grounds that a user is in breach of her policy
- The University shall suspend/close the account of any student who publishes information found to violate the University's web policy and subject him/her to the same disciplinary Committee as found in the current FUNAAB Student Handbook
- The University shall suspend/close the account of any staff who violates the University's web policy and subject same to disciplinary measure found in the FUNAAB Staff Rules and Regulation
- The University shall expect periodic report to ascertain compliance with the ICT policy
- Any violation of the ICT Policy shall be treated as gross misconduct.

2.15 ICT Management

Issues

- The need to have ICT addressed at management level of the University



- Lack of consideration of the implication(s) of ICT in decision making.

Policy Objectives

- Ensure ICT issues and projects are consistently given attention and support
- Ensure ICT is considered in decision making.

Policy Statements

- The University shall ensure a vibrant ICT Management Board is statutorily constituted and headed by the Deputy Vice Chancellor, Development
- The ICT Management Board shall statutorily monitor and assess compliance with ICT Policy
- The University shall ensure the inclusion of ICT personnel(s) in decision-making committee(s) to provide technical input
- The University shall provide for growth and financial sustainability of ICT resources.

3.0 OPERATIONAL POLICIES

3.1 Internet Access

It is the policy of the University that

- Internet Access through the University network is NOT a right but a privilege
- Only registered users (staff/student) are granted access information (password) to the Internet through the University Network through an authentication page. Access information should not be transferred or shared
- User access on the University network is monitored and logged
- Internet Access is provided primarily for educational and research purposes, usage for pornographic, gaming, entertainment, business e.t.c. is prohibited
- The University can restrict or suspend access to any users and at any time whenever this policy is breached.



3.2 Email Account

It is the policy of the University that

- Email address (personal and official) has a standard format which all users shall conform with
- Only staff and students can hold a University email account
- Electronic mail is an acceptable means of disseminating official information (memos, notices) to the University community
- Official internal information (2 above) disseminated through electronic mail must be done using the University's email account and to University's email accounts.
- All official correspondence and public interaction must be via the university's email account
- Only the university's email account can be displayed on public media.
- Staff are expected to check and reply to official email message within 24-hours (working days)
- Students are expected to check and reply to all official email messages with 48-hours (working days)
- Users are expected to ensure:
 - Their access information (password) are kept private and promptly report in case compromise is suspected. Users are held accountable for any mail sent using their account
 - Confidentiality and privacy of official information is upheld: official information is not circulated beyond the bound of the University email domain
 - Attachments sent are virus free
- User are NOT allowed to
 - Use the University's email account for spamming
 - Use unethical languages in mails
 - Falsely represent the University: assert or imply that personal views of opinions are the institutional view or opinion of the University
 - Use the mail account for any commercial purpose
 - Send mass e-mail to a wide sub-set of users on the University without



appropriate privilege or permission.

3.3 Web Content

Staff and students have access rights to post information/comments on any of the University's web pages (official website, Facebook, Wikipedia, Community e.t.c.) within the following guidelines:

- Post must not conflict with the vision and mission of the University and must comply with the Code of Staff/Student Conduct in the FUNAAB Staff/Student Handbook
- The content of all pages must respect intellectual property rights. For example, no copyrighted material may be shown on pages unless permission has been obtained in writing
- No commercial business or political endeavours are to be conducted through personal pages on the University website
- All official web site of the University must be hosted under the University's web domain
- Staff and students may have their personal websites but must ensure it is not portrayed as the official website of the University.

3.4 Web Gathering

It is the responsibility of Webometrics unit to liaise with the heads of all categories of Units to submit information to be published on web as appropriate. The unit shall partner/collaborate with the Directorate of Public Relations or any other organs of the university to regularly release the following:

- Information on events, conferences workshops etc at least a week before expiry shall be published on web
- Submission of extracted video of Events/happenings on campus to be published on web
- FUNAAB should imbibe the culture of hosting external resources for third parties and increase the visibility: conference societies and their publications, especially electronic journals



- Archiving of all media materials produced in web repositories: collections of videos, interviews presentations, digital pictures including animations
- Submission of Abstract of completed postgraduate thesis/Dissertation to be made available on web
- All information must be correct and kept up-to-date.

4.0 ICT POLICY IMPLEMENTATION STRATEGY

On adoption of this policy plan, there is the need to transform this policy document into an action plan (ICT Master Plan) by translating the policy statements into an achievable objective based on the policy objective

There will be the need to constitute the ICT Master Plan Implementation committee thereafter

Also, a regular review of this policy is needful at least once in two years.

5.0 CONCLUSION

This document has acknowledged the importance of an ICT policy that will direct the ICT activities of the University. It has pinpointed the key areas and also set the procedures that will be required to achieve the stated objectives

Policy issues, objectives and statements have been made on:

- ICT Edifice
- Expansive Network and Internet Services
- ICT for Administration
- ICT for Teaching, Learning and Evaluation
- ICT for Research
- ICT Equipment: Procurement and Disposal
- ICT Equipment: Maintenance and Upgrade
- ICT Security: Risk and Safeguards
- ICT Services and Helpdesk
- ICT Manpower Development
- Software Solutions
- Web Presence and Community Engagement



- ICT Management.

The document shall set the pace for the necessary strategies to see the policy implemented.

Definition of Terms

- **Databank:** A store of a large amount of information stored and managed by a computer over a period of time
- **eGranary:** Digital Library provides those who lack adequate Internet access an off-line collection of approximately 30 million educational resources from more than 2,000 Web sites and hundreds of CD-ROMs. The collection includes more than 60,000 books in their entirety, hundreds of full-text journals, and dozens of software applications
- **Functional requirements:** A requirement that specifies the capabilities and functions that a software must be able to perform successfully.
- **Graphical Library Automated System (GLAS):** A graphical library information management and access system
- **Institutional Enterprise Resource Planning (IERP):** An integrated software application that automates management information activities across the several department and units of an institution. The purpose of ERP is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders
- **Intranet:** A computer network that uses Internet Protocol technology to share information, operational systems, or computing services within an organization. The term is used in contrast to *internet*, a network between organizations, and instead refers to a network within an organization
- **Non-functional requirements:** Specifies criteria that can be used to judge the operation of a system, rather than specific behaviours (functional requirements)
- **Online Access to Research in the Environment (OARE):** An international public-private consortium coordinated by the **United Nations Environment Programme (UNEP)**, **Yale University**, and leading science and technology publishers, enables developing countries to gain access to one of the world's largest collections of environmental science research
- **Open Access (OA):** the practice of providing unrestricted access scholarly



journal articles via the internet

- **TEEAL:** an acronym for The Essential Electronic Agricultural Library is a self-contained agricultural research library currently with full-text articles and graphics of over 200 major journals
- **TINLIN:** a library automation software package with capability for search, cataloguing, circulation, acquisitions, periodicals and serials control, network communication,
- **ICTREC:** information and Communication Technology Resource Centre.



