

# ACCEPTABLE USE POLICY

## 1. Introduction

This policy is premised on the principle of appropriate use, effective management, and proper application of College resources and facilities for the general good of persons working with the College in particular and the College as an institution. The College therefore, endeavours to provide adequate facilities and resources that enhance our core mandate to provide effective teaching and learning. To this end, any form of actions and inactions that may cause damage to, because of unacceptable use of any of the College's facilities or resources must be frowned upon. For this reason, all staff members, students, relatives of staff, visitors, contractors and persons acting on behalf of the College shall respect and adhere to the Acceptable Use policy of the College and shall refrain from any such activity that may cause damage to any of our facilities and resources. The College takes serious exceptions to the unacceptable use of its facilities and resources and any such actions that may cause damage to any college property shall result in disciplinary actions.

## 2. Purpose/Objectives

The purpose of the Acceptable Use Policy is to ensure the effective management, appropriate use and proper application of college facilities and resources on the part of staff and students and other members of the College community. The specific objectives of this policy include:

- To ensure that facilities and resources are sufficient to support teaching and learning in the College.
- To ensure that provision and use of facilities and resources are gender responsive and disability friendly.
- To foster strict adherence to instructions and regulations governing the use of facilities and resources in the College.
- To make sure that facilities and resources are used for the purposes for which they were provided.
- To safeguard proper use and care of facilities and resources by all members of the College community to limit damage to the barest minimum.
- To promote regular maintenance of facilities and resources, as well as giving prompt attention to those damaged/unserviceable properties.
- To initiate annual audit of facilities and resources and use the outcome to inform the College's development strategy.

## 3. Key Words and Definition of Terms

- **Acceptable:** Adequate to satisfy a need, requirement, or standard; satisfactory.
- **Use:** Take, [hold](#), or [deploy](#) something as a means of [accomplishing](#) or achieving something.
- **Acceptable Use:** To ensure that users of College facilities and resources use them for the intended purposes
- **Facilities:** Something designed, built, installed, etc., to serve a specific function affording a convenience or service.
- **Resources:** A stock or supply of money, materials, human, and other assets that can be drawn on by a person or organization in order to function effectively.

- **College community:** All persons residing in the College (staff and their dependants, management and students).

#### **4. Scope/Application**

This policy shall apply to College community and all persons working with and for the College.

#### **5. Policy Statement**

The Acceptable Use Policy is committed to ensuring that facilities and resources are properly used for the intended purposes, using the following guidelines:

- Facilities and resources in the College must be handled and used effectively and efficiently at all times.
- Any actions or inactions that result in the misapplication of college facilities/resources should be frowned upon.
- Any other persons/institutions other than members of the College community who wish to use any of the College facilities such as the Library, Classrooms, Computer labs, Assembly Hall, Resource Centre, Conference Rooms, College field, and Dormitories must obtain permission from the Vice Principal.
- The Vice Principal should have a proper record-keeping system for all users of college facilities/resources and provide regular reports on the state of the facilities/resources in the College.
- There is the need for the Vice Principal (authority for acceptable use) to collaborate with other Committees such as Health and Safety, Security, etc. to avoid the misapplication or loss of College facilities and resources.
- The College, as a matter of necessity should organise regular orientation for the necessary guidance and assistance for users of facilities to do so properly.

#### **6. Supporting Procedures**

To ensure that College facilities and resources are effectively and efficiently utilized, properly managed and used for the intended purpose for which they had been purchased, some highly recommended procedures are as follows:

- There shall be periodic inspection of key facilities by management to obtain first-hand information on the state or condition of those facilities.
- There shall be regular submission of reports on the state or conditions of the facilities by all Heads of Department to the appropriate authority.
- Structured procedures and specific instructions on the use of the College facilities and resources shall be pasted at vantage points for users to see, read and comply with.
- The limitation, side effects and other hazards associated with the use of any College facility and resource must be boldly displayed for users to be aware of and take precautions whenever necessary.
- There should be an emergency plan, to include the availability of emergency numbers like the Fire Service, National Disaster Management Organization (NADMO) and efficient First Aid services in case of injuries, natural and man-made disasters.
- Sign Posts indicating directions to the facilities in the College should be provided.

•Sanctions that may be imposed by the Acceptable Use Committee in case of a deliberate manhandling, misapplication or damage of the college facilities and resources shall include, but not limited to the following:

- Public Apology
- Suspension/rustication
- Expulsion
- Penalty/fine
- Prosecution
- Termination of employment
- Referral to the appropriate law enforcement body
- Relocation of the offender to another department/unit

**Note: All these sanctions shall be applied equally to both males and females**