# ICT POLICY

2024

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COLLEGE OF
EDUCATION

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# BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong- Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.

## MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

## VISION

The Igniting minds, beyond borders: Atebubu College of Education's legacy – a generation of teachers redefining education.

## CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship

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# DEFINITION OF TERMS

1. **Information and Communication Technology (ICT):** The broad range of technologies used to access, transmit, manipulate, and store information. This includes computers, networks, software, internet services, and communication technologies.
2. **Digital Literacy:** The ability to use digital technology, communication tools, and networks to access, manage, integrate, evaluate, and create information effectively and responsibly.
3. **Information Literacy:** The ability to recognize when information is needed, locate, evaluate, and effectively use information from various sources.
4. **Open Access:** A publishing model that provides unrestricted access to scholarly research, allowing users to read, download, copy, distribute, print, or link to full texts without financial or legal barriers.
5. **Access Control:** Measures and policies to regulate access to physical and digital resources, ensuring that only authorized individuals can use certain services or materials.
6. **Cybersecurity:** Practices, technologies, and processes designed to protect computer systems, networks, and data from digital attacks, damage, or unauthorized access.

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7. **Digital Repository:** A centralized online platform that stores, preserves, and provides access to digital content, such as research data, documents, and multimedia.
8. **Fair Use:** The legal doctrine that allows the use of copyrighted material under certain circumstances without obtaining permission from or paying fees to the copyright holder.
9. **ICT Infrastructure:** The underlying foundation of hardware, software, networks, and facilities that support information and communication technology services.
10. **Privacy Policy:** A set of guidelines and practices that outline how an organization collects, uses, and protects user information, ensuring confidentiality and compliance with privacy laws.

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# ABBREVIATIONS

1. **ICT -** Information and Communication Technology
2. **IT** - Information Technology
3. **AI** - Artificial Intelligence
4. **IoT** - Internet of Things
5. **DNS** - Domain Name System
6. **URL** - Uniform Resource Locator
7. **IP** - Internet Protocol
8. **CSP** - Cloud Service Provider
9. **GTEC**: Ghana Tertiary Education Commission
10. **UCC:** University of Cape Coast

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# 1.0 PREAMBLE

Atebubu College of Education recognises the vital role played by Information and Communication Technology (ICT) resources in shaping a well-rounded learning environment. This policy is put in place to establish guidelines for the effective integration and utilization of ICT tools within the College, aligning with the objectives of Ghana's ICT for Accelerated Development (ICT4AD) initiative. The formulation of this ICT policy is rooted in the Ghana Education Strategic Plan (ESP) 2018-2030, which emphasises the significance of ICT in enhancing educational quality. It outlines strategies for improving ICT infrastructure, capacity building, and e-learning in teacher education institutions. Additionally, the policy is supported by the Ghana Education Trust Fund (GETFund) Act, 2000 (Act 581), which allocates financial resources for educational projects, including ICT infrastructure provision for Colleges of Education. With a commitment to promoting academic excellence, fostering research, and nurturing holistic development, this policy seeks to create an environment conducive to innovation, collaboration and knowledge acquisition for all members of the College community. Atebubu College of Education is dedicated to providing a technologically advanced and knowledge-rich academic setting that encourages innovative learning and research endeavours. The policy emphasises the College's dedication to integrating state-of-the-art ICT tools and resources with comprehensive library services to facilitate a holistic educational experience. Maintaining a secure and inclusive ICT framework, alongside a varied library assortment,

remains crucial to guaranteeing fair information access and fostering academic success for students and staff alike.

To ensure transparency, fairness, and alignment with Atebubu College of Education's values, the development of the ICT policy involved extensive consultations with the following sources:

i. Legal advisors were engaged to ensure that the College's ICT policies comply with pertinent laws and regulations.

ii. The College's previous ICT policy was reviewed and taken into account during the formulation process.

iii. ICT policies of well-established universities such as UG, UCC, and KNUST were studied for valuable insights and best practices.

iv. The 1992 Constitution of Ghana was referenced to ensure conformity with constitutional provisions.

v. The Colleges of Education Act 2012 (Act 847) was consulted to ensure alignment with the statutory framework.

vi. Harmonized Statutes for Colleges of Education were referred to for guidance.

vii. The Harmonized Scheme of Service for Colleges of Education was considered for its relevance to the policy.

viii. The Harmonized Conditions of Service for Colleges of Education were taken into consideration in shaping the ICT policy.

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# 2.0 POLICY GOAL

The ICT Policy of Atebubu College of Education focuses on ensuring technology's effective and secure use, equitable access to ICT resources, promoting digital literacy, ensuring security and privacy, compliance with standards, integrating technology into teaching, supporting research and innovation, enhancing administrative efficiency, fostering continuous improvement, and promoting sustainability in ICT practices.

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# 3.0 GUIDING PRINCIPLES

The ICT policy serves as foundational values and beliefs that inform decision-making and guide actions related to technology use.

1. The Policy shall ensure equitable access to ICT resources and services for all members of the college community, regardless of background or ability.
2. This Policy shall prioritise the protection of sensitive data, personal information, and intellectual property
3. The policy shall encourage innovation and creativity in the use of technology to support teaching, learning, research, and administrative functions.
4. The policy shall promote digital literacy skills and ICT competency among students, departments, and staff.
5. The policy shall ensure ethical and responsible use of ICT resources and digital technologies, emphasising integrity, respect, and civility in online interactions, content creation, and information sharing within the college community.

# 4.0 OBJECTIVES AND THEIR STRATEGIES

The objectives and corresponding strategies are as follows:

1. To provide equitable access to ICT resources
    - Establish computer labs, WIFI hotspots, and loaner devices for students without personal technology.
2. To prioritise the protection of sensitive data, personal information, and intellectual property.
    - Implement robust cybersecurity measures, such as firewalls, antivirus software, and regular system updates, to protect against cyber threats.
    - Conduct regular security awareness training sessions to educate users about phishing scams, password hygiene, and data protection best practices.
3. To promote innovation and creativity in utilizing technology
    - Integrate educational technologies, such as learning management systems (LMS) and multimedia tools, into the teaching and learning process to enhance engagement and collaboration.
    - Provide faculty development programs and incentives to encourage the adoption of innovative teaching methods and technology-enhanced pedagogies.

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4. To ensure ethical and responsible use of ICT resources and digital technologies.
    - Conduct regular audits and assessments to ensure compliance with regulatory requirements and address any identified gaps or issues promptly.
    - Establish clear guidelines and codes of conduct for acceptable use of ICT resources and digital technologies within the college community.
    - Provide regular training and awareness programs on digital ethics, cyberbullying prevention, and online etiquette.

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# 5.0 SUPPORTING PROCEDURE

## 5.1. PROCEDURES FOR IMPLEMENTING

Supporting procedures for implementing the ICT Policy in Atebubu College of Education shall include the following:

i. Establishing protocols for the effective management, maintenance, and regular upgrading of the College's ICT infrastructure and resources.

ii. Enforcing security protocols and measures to protect digital information, networks, and databases from potential threats and unauthorised access.

iii. Providing comprehensive training and support programmes for students, and staff to enhance their ICT and library utilisation skills and maximise the benefits of available resources.

iv. Designing programmes and workshops to promote digital literacy and information literacy skills among students and staff, enabling them to critically evaluate and utilise digital resources effectively.

v. Regularly monitoring and evaluating the adherence to the ICT and Policy, ensuring that all users comply with the established guidelines and ethical standards.

## 5.2. ACCEPTABLE USE

The Acceptable Use of ICT Policy in Atebubu College of Education includes the following guidelines:

i. Users are expected to utilise ICT resources responsibly, respecting the rights and privacy of others and adhering to ethical standards in all digital interactions.

ii. Users should only access and use ICT resources that they are authorised to use, refraining from any unauthorised access or use of restricted materials.

iii. Users must take necessary precautions to ensure the security and confidentiality of data, refraining from any actions that may compromise the integrity of the College's ICT infrastructure.

iv. Users must refrain from engaging in any activities that may disrupt the functioning of the College's ICT systems, including the dissemination of harmful content, malicious software, or any other activities that violate the College's policies.

v. Users are expected to comply with all relevant policy guidelines related to the use of ICT resources, ensuring that their actions align with the overall objectives of the institution.

## 5.3. UNACCEPTABLE USE

i. Users are not permitted to share authentication details or provide access to their College accounts or ID cards (where applicable) to anyone else.

ii. Any attempt to gain unauthorised access to the College's ICT systems and network resources is strictly prohibited.

iii. Engaging in any form of hacking, cyberbullying, cyberstalking, or any other malicious activities that may compromise the integrity of the College's ICT infrastructure is strictly prohibited.

iv. Uploading, downloading, or sharing any form of inappropriate or offensive content, including materials that are discriminatory, derogatory, harassing, or sexually explicit, is strictly prohibited.

v. Violating the copyright laws and regulations by using or distributing copyrighted materials without proper authorization or attribution is strictly prohibited.

vi. Engaging in activities that disrupt the normal functioning of the College's ICT systems, including the dissemination of viruses and any other harmful software, is strictly prohibited.

vii. Misusing ICT resources for personal gain is strictly prohibited.

viii. Violating the privacy of other users by accessing, disclosing, or tampering with their personal information or data is strictly prohibited.

## 5.4.GENERAL RULES AND REGULATIONS OF THE ATECOE ICT LAB

i. Do not send food and drinks to the computer lab.

ii. Never add any software or hardware component to the computer system.

iii. Do not change any settings on the computer.

iv. Avoid talking unnecessarily in the lab.

v. Make sure to report any software or hardware-related problem to your teacher rather than trying to solve it yourself.

vi. Computers should be turned on/off properly. Use the power buttons to turn on the monitor and system unit respectively but "DO NOT" use the power button to turn off the system unit.

vii. Do not delete anything from the computer.

viii. Do not connect or disconnect any cable unless your instructor asks you to do so.

Individuals who use information technology to violate a College policy, law(s), or contractual agreement(s), or violate an individual's rights, may be subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both. Alleged violations will be referred to the appropriate College office or law enforcement agency.

The College may temporarily deny access to information technology resources if it appears necessary to protect the integrity, security, or continued operation of these resources or to protect itself from liability.

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# 6.0 STAKEHOLDERS

## 6.1 INTERNAL STAKEHOLDER

i. **College Governing Council** - oversees the formulation, approval and implementation of the policy.

ii. **Academic Board**- ensures the alignment of the policy to the academic goals and objectives and assess the quality and fairness of the admission process.

iii. **IT Technicians:** handle hardware maintenance, software installation, technical support, network management, security measures, data backup, inventory management, and training.

iv. **ICT Instructors**: focus on curriculum development, instruction delivery, skills development, assessment, professional development, student support, and collaboration with stakeholders to enhance ICT education programmes.

v. **Staff:** Use technology resources, comply with policy guidelines, engage in training, provide support, and collaborate

vi. **Students:** utilise ICT resources for academic purposes, adhere to ethical standards, develop digital literacy skills, actively engage in learning activities, and provide feedback

## 6.2 EXTERNAL STAKEHOLDER

i. **Legal Authorities:** Law enforcement may be involved in cases of serious misconduct that violate the law.

ii. **GTEC:** Sets standards or regulations regarding ICT issues.

iii. **Parents and Guardians** Family members who have a stake in the education and well-being of students.

iv. **Alumni:** Former students who express interest in the College's commitment to ICT infrastructure may contribute through mentorship or support programmes

v. **Media and Press:** Journalists and media outlets that cover education-related news and issues may report on the College's ICT policy, influencing public perception..

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# 7.0 MONITORING AND EVALUATION

The monitoring and evaluation of this policy shall be overseen by the following:

i. **Central Management**- Governing Council
ii. **Middle Management -** College Management
iii. **Lower Management-** Heads of Department

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# 8.0 RESPONSIBILITY FOR IMPLEMENTATION

The overall responsibility for the implementation of the ICT Policy is vested in the College Governing Council. The College Principal and Academic Board shall be responsible for the day-to-day administration and implementation of this policy.

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# 9.0 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal, IT Technicians, and ICT Instructors shall be delegated to ensure the compliance, monitoring, and evaluation of the effectiveness of the policy.

## 9.1 APPROVAL BODY

The College Governing Council

## 9.2 INITIATING BODY

The Academic Board

## 9.3 EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024

## 9.4 REVIEW DATE

Three (3) years from the effective date (January, 2024 to January, 2027)

# 10.0 RELATED LEGISLATION

Colleges of Education Act 2012 Act (847)

## 10.1 RELATED POLICY AND OTHER DOCUMENTS:

Harmonized Statutes for Colleges of Education

Harmonized Scheme of Service for Colleges of Education

Harmonized Condition of Service for Colleges of Education

## 10.2 OWNER / SPONSOR

College Governing Council

## 10.3 AUTHOR

Academic Board

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# 11.0 FURTHER INFORMATION

Contact the College Principal for any further information regarding this policy document as and when necessary:

**The Principal**

Atebubu College of Education
P. O. Box 29
Atebubu
Bono East Region
principal@atecoe.edu.gh

# 12.0 SOCIAL MEDIA HANDLES

The following are the official social media handles of the College:

i. Facebook-Atebubu College of Education
ii. X-@atecoe_official
iii. Instagram-@atecoe_official
iv. YouTube-@Atebubu College of Education
v. WhatsApp line-0200288320

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