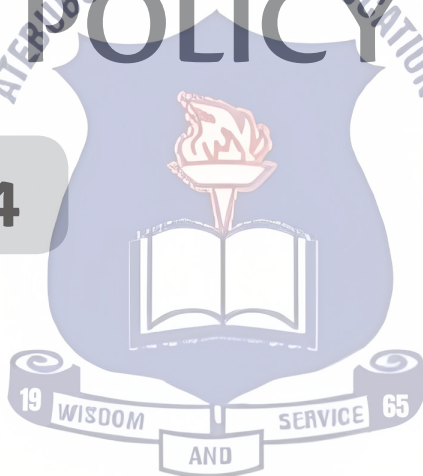


ACCEPTABLE USE POLICY

2024



ATEBUBU
COLLEGE OF
EDUCATION



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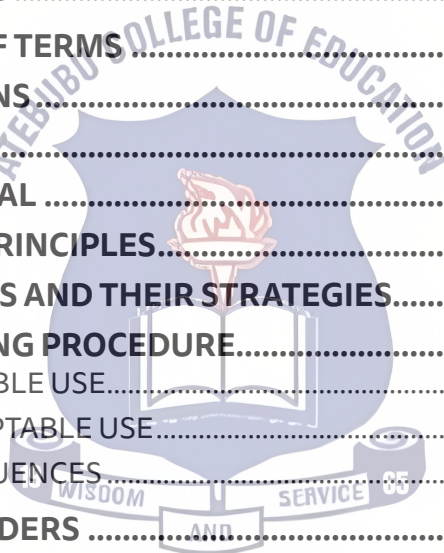
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BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

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



DEFINITION OF TERMS

- 1. Acceptable Use:** The guidelines and rules governing the appropriate and permitted use of specified resources, systems, networks, or services, often within an organization or institution.
- 2. User:** An individual who is granted access to and uses the specified resources, systems, networks, or services covered by the Acceptable Use Policy.
- 3. Resources:** The tools, facilities, technology, or information covered by the Acceptable Use Policy that users are granted access to for specified purposes.
- 4. Network:** The interconnected systems, devices, and infrastructure that enable communication and data exchange, often involving the use of computer networks or the Internet.
- 5. Systems:** The hardware, software, and associated components that collectively provide functionality or services, such as computer systems, servers, or databases.
- 6. Access:** Permission or authorization granted to users to use specified resources, systems, or networks according to the guidelines outlined in the Acceptable Use Policy.
- 7. Privileges:** Special permissions or rights granted to users, allowing them access to specific functions, features, or data within the covered resources.

- 8. Authentication:** The process of verifying the identity of a user, typically through a username and password or other secure credentials, before granting access to specified resources.
- 9. Authorization:** The process of granting or denying specific permissions, privileges, or access rights to users based on their authenticated identity.
- 10. Security Measures:** Protective measures, protocols, or mechanisms implemented to safeguard the confidentiality, integrity, and availability of resources and data covered by the Acceptable Use Policy.
- 11. Violation:** Any breach, infringement, or non-compliance with the rules, guidelines, or terms outlined in the Acceptable Use Policy.
- 12. Malware:** Malicious software, including viruses, worms, trojans, and other harmful programs designed to disrupt or damage computer systems or networks.
- 13. Phishing:** Deceptive attempts to obtain sensitive information, such as usernames, passwords, or financial details, by posing as a trustworthy entity in electronic communication.
- 14. Data Privacy:** The protection of personal or sensitive information from unauthorized access, use, or disclosure, in compliance with applicable privacy laws and regulations.
- 15. Compliance:** Adherence to the rules, regulations, and guidelines outlined in the Acceptable Use Policy, as well as relevant legal and ethical standards.

- 16. Cyber Security:** Cybersecurity refers to the practice of protecting computer systems, networks, programs, and data from digital attacks or unauthorized access.
- 17. Cyber Crime:** Cybercrime refers to criminal activities that are carried out using computers or the Internet.



ABBREVIATIONS

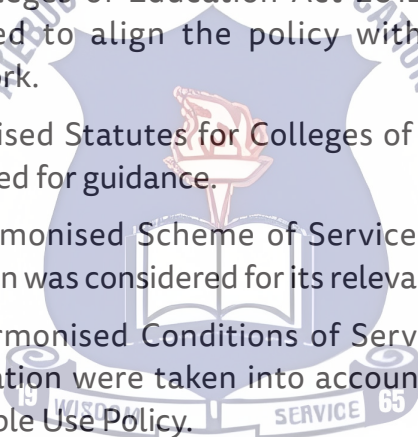
1. **ATECOE** - Atebubu College of Education.
2. **GTEC** - Ghana Tertiary Education Commission
3. **UCC** - University of Cape Coast
4. **PRINCOF** - Conference of Principals of Colleges of Education
5. **UG** - University of Ghana
6. **KNUST** - Kwame Nkrumah University of Science and Technology
7. **AUP** - Acceptable Use Policy



1.0 PREAMBLE

The Acceptable Use Policy serves as a framework that regulates the responsible and acceptable utilization of diverse facilities and resources at Atebubu College of Education. This policy has been developed in alignment with the Consumer Protection Act, 2019 (Act 1003), which is designed to safeguard the rights of consumers in Ghana. This includes provisions related to fair business practices, consumer education, and the resolution of complaints. Furthermore, the policy aligns with the Electronic Transactions Act, 2008 (Act 772), which governs electronic transactions, encompassing electronic communications, signatures, and the use of electronic records in business transactions. Additionally, the formulation acknowledges the Data Protection Act, 2012 (Act 843), ensuring the proper processing of personal data to protect individuals' privacy and uphold data protection principles. This policy covers all facilities and resources owned and managed by Atebubu College of Education. This policy underscores the College's commitment to fostering a responsible and secure environment for the use of its resources, in compliance with relevant legal frameworks.

To ensure that the Acceptable Use Policy is well-informed, comprehensive, and aligned with legal requirements and best practices, information was sought from the following areas:

- i. Legal counsel was sought to ensure that the College's acceptable use policies align with all relevant laws and regulations.
 - ii. The College's prior Acceptable Use Policy was reviewed and considered during the development process.
 - iii. Acceptable use policies of established universities such as UG, UCC, and KNUST were examined for insights and best practices.
 - iv. The 1992 Constitution of Ghana was referenced to ensure constitutional compliance.
 - v. The Colleges of Education Act 2012 (Act 847) was consulted to align the policy with the statutory framework.
 - vi. Harmonised Statutes for Colleges of Education were referenced for guidance.
 - vii. The Harmonised Scheme of Service for Colleges of Education was considered for its relevance to the policy.
 - viii. The Harmonised Conditions of Service for Colleges of Education were taken into account in shaping the Acceptable Use Policy.
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2.0 POLICY GOAL

Acceptable Use Policy for Atebubu College of Education resources aims to ensure a safe, inclusive, and conducive environment for learning, research, and community engagement. This involves establishing clear guidelines and expectations for students, departments, staff, and visitors regarding the use of various facilities on campus.



3.0 GUIDING PRINCIPLES

The Acceptable Use Policy (AUP) for Atebubu College of Education outlines the rules and guidelines for the proper and responsible use of the institution’s information technology and other resources.

- i. The College shall conduct regular training sessions to educate the entire College Committee about the AUP, including its purpose, key provisions, and the consequences of non-compliance.
- ii. College staff members shall be required to sign an acknowledgment form confirming their understanding and agreement to adhere to the Acceptable Use Policy (AUP) before being granted access to the College’s resources.
- iii. The college shall establish a procedure for both staff and the college community to formally seek access to particular systems or resources.
- iv. The College shall clearly outline the consequences for policy violations, such as warnings, suspension, revocation of privileges, or legal actions and ensure that these consequences are consistently applied.
- v. There shall be a clear channel of communication in the College for seeking clarification, report concerns, or request assistance related to the AUP.

- vi. The College shall conduct periodic audits or compliance checks to assess adherence to the AUP and identify areas for improvement.

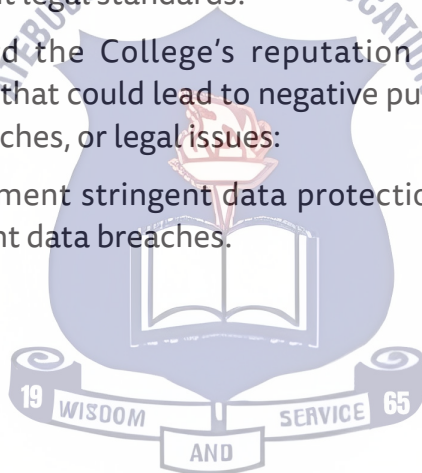


4.0 OBJECTIVES AND THEIR STRATEGIES

The objectives and corresponding strategies are as follows:

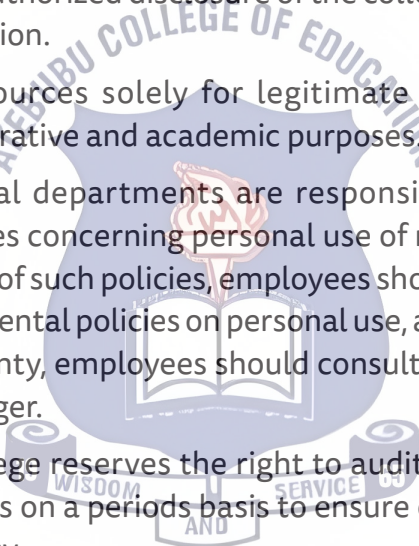
- i. Clearly outline the acceptable and appropriate use of College's resources, networks, and systems:
 - Develop a comprehensive Acceptable Use Policy (AUP) that clearly defines acceptable and appropriate use.
 - Communicate the AUP through training sessions, orientations, and accessible documentation.
- ii. Establish guidelines to prevent misuse, abuse, or unauthorized access to the College's assets:
 - Implement robust access controls and authentication mechanisms to restrict unauthorized access.
 - Conduct regular security audits to identify vulnerabilities and address potential threats.
 - Educate staff and users on security best practices and the importance of safeguarding assets.
- iii. Ensure that users comply with relevant laws, regulations, and College standards:
 - Provide ongoing training to staff and users on legal and regulatory compliance.
 - Implement monitoring systems to track and ensure adherence to standards.

- Establish reporting mechanisms for users to report potential compliance issues.
- iv. Clarify the legal responsibilities of users and the consequences of violating the policy to protect the College from potential legal issues:
- Communicate legal responsibilities in the AUP and other relevant policies.
 - Enforce consequences consistently for policy violations, ensuring a deterrent effect.
 - Consult legal experts to ensure policies align with current legal standards.
- v. Safeguard the College's reputation by preventing activities that could lead to negative public perception, data breaches, or legal issues:
- Implement stringent data protection measures to prevent data breaches.



5.0 SUPPORTING PROCEDURE

5.1. ACCEPTABLE USE

- 
- i. The staff and student body have a responsibility to promptly report theft, loss, plot against the college, and unauthorized disclosure of the college's proprietary information.
 - ii. Use resources solely for legitimate and authorized administrative and academic purposes.
 - iii. Individual departments are responsible for creating guidelines concerning personal use of resources. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
 - iv. The college reserves the right to audit equipment and resources on a periodic basis to ensure compliance with this policy.
 - v. The college will ensure that any personal use of resources is limited and has no detrimental impact on institution operations, job performance or ATECOE resources.
 - vi. Provision of gender-sensitive procedures for libraries information and communication technology (ICT) and other College facilities would be made.

- vii. The College shall use only legal versions of copyrighted brands of the college in compliance with vendor license requirements.
- viii. The College shall use shared resources appropriately. (e.g., refrain from monopolizing systems, or wasting other resources).

5.2. UNACCEPTABLE USE

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities. The lists are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

- i. The College staff are strictly prohibited from using college-owned resources to participate in any activity that violates local, state, or international laws.
- ii. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, college logo and other brands of the college or the end user does not have an active license is strictly prohibited
- iii. Using the college vehicle, corn mill, or any other resource for any purpose other than conducting the college's business, even if you have authorized access, is prohibited.
- iv. Using the college resource to actively engage in procuring or transmitting material that is in violation or hostile workplace laws in the user's local jurisdiction.

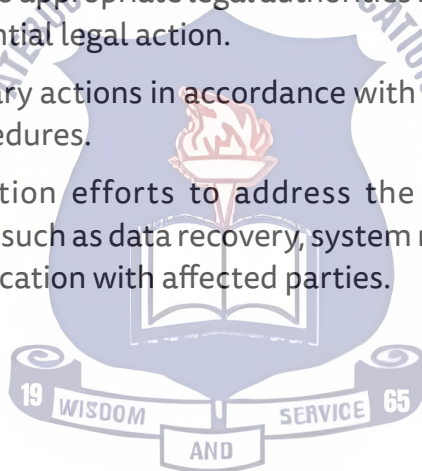
- v. Making fraudulent offers of products, items, or series originating from any other institution's account.
- vi. Using any activity that violates local, state, or central laws while using college resources, including but not limited to hacking, cybercrimes, and distribution of illegal content.
- vii. Attempting to gain unauthorized access to college systems, networks, or data, and any activity that results in data breaches, data loss, or unauthorized exposure of sensitive information.
- viii. Distributing or using malicious software, including viruses, worms, Trojans, ransom ware, or any other form of malware.
- ix. Sharing or distributing copyrighted material without proper authorization, including but not limited to software, music, videos, and written content.
- x. Any activity that disrupts or degrades the performance, security, or availability of college resources for others, including DDoS attacks, network abuse, and excessive bandwidth consumption.
- xi. Using college resources for commercial purposes, personal financial gain, or any activity unrelated to the educational and administrative mission of the college without proper authorization.
- xii. Creating, storing, or sharing inappropriate content, including explicit material, hate speech, or content that violates the college's content guidelines.
- xiii. Forging or impersonating others, including sending misleading or fraudulent messages or engaging in identity theft.

- xiv. Violating the privacy and confidentiality of others' data or communications, including unauthorized monitoring or disclosure of personal information.

5.3. CONSEQUENCES

Violations of this Unacceptable Use Policy may result in disciplinary actions, legal consequences, or loss of access to college resources. Consequences may include but are not limited to:

- i. Temporary or permanent suspension of access privileges.
- ii. Referral to appropriate legal authorities for investigation and potential legal action.
- iii. Disciplinary actions in accordance with college policies and procedures.
- iv. Remediation efforts to address the impact of the violation, such as data recovery, system restoration, and communication with affected parties.



6.0 STAKEHOLDERS

6.1 INTERNAL

- 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. Students- To ensure responsible and ethical use of College resources.
- iv. Staff- Responsible for executing the procedures outlined in the policy.

6.2 EXTERNAL

- i. University of Cape Coast (UCC)- plays a supervisory role in the Acceptable use processes of the College
- ii. Ghana Tertiary Education Commission (GTEC) – sets criteria, evaluates applicants and makes decisions regarding admissions based on its specific requirements.
- iii. Vendors and other Service Providers: they ensure that their services align with the College’s AUP.
- iv. Ministry of Education- The Ministry of Education plays a significant role in shaping the acceptable use policy of the College, often providing guidelines and regulations that the College must adhere to.

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



8.0 RESPONSIBILITY FOR IMPLEMENTATION

The overall responsibility for the implementation of the Acceptable Use 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.



9.0 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal, the Academic Board 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



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



ANNEXES

COLLEGE FACILITIES

- i. ICT laboratory and IT resources
- ii. Vehicles
- iii. Auditorium
- iv. Lecture theatres
- v. Tables and chairs
- vi. Halls of residence,
- vii. Dining hall
- viii. Kitchen
- ix. Sports field
- x. Electrical power
- xi. Reserved water
- xii. Reserved lands
- xiii. Network and Internet Use
- xiv. Email and Communication
- xv. Data and Information Security
- xvi. Software and Hardware Use
- xvii. Intellectual Property Rights

