UNIVERSITY OF IBADAN
IBADAN, NIGERIA

INFORMATION TECHNOLOGY AND MEDIA POLICY

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UNIVERSITY OF IBADAN, NIGERIA

AUGUST, 2023

Ibadan University Press
Publishing House
University of Ibadan
Ibadan, Nigeria.

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Ibadan, Nigeria

First Published 2023

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ISBN: 978-978-8550-07-5

Printed by: Ibadan University Printery

FOREWORD

The current IT and Media policy has a long history in the making. Thus, a number of strategic initiatives were undertaken which culminated, over time, in the transformation of the Centre for External Studies into an ICT enabled Distance Learning Centre. Hitherto, the University engaged in the development of ICT infrastructure and extensive supportive capacity building with the kind support of John D and Catherine T McArthur Foundation.

A number of initiatives including, but not limited to, the establishment of a university radio station, a centre for excellence in teaching and learning, the creation of Information Technology and Media Services (ITeMS) in 2012 were put in place to further consolidate the university's media and ICT infrastructure under an integrated and unified framework for efficient service delivery. By this action in realizing that critical convergence of technology and ancillary services are central to the journey into our future, this university became the first in west Sub-Saharan Africa to have realized the need to formally position technology as a central focus in its vision and mission. The strategic plan of the University of Ibadan (2015-2020) moved the university in the direction of a technology driven university.

It is important to state that units such as the Distance Learning Centre had an e-learning policy guiding its operations. Others such as Kenneth Dike Library and the College of Medicine had policy directions which informed/guide their use of ICT. Numerous challenges arose from the absence of a unified policy framework for ICT and Media in learning, teaching, research and administration. In the University, it became quite clear that steps needed to be taken to formulate a context sensitive and sustainable policy within the framework of global realities.

Consequently, a committee was set up under the Board of ITeMS during the chairmanship of Professor F. O. Ogundare to harmonise existing policies in ICT and Media. This committee came up with a policy which has been in operation since 2019. This was closely followed by an eLearning policy which is also linked to the IT and Media policy herewith.

It is necessary to state that the COVID 19 pandemic prevented the presentation of the policy for approval of the senate. The pandemic further created a totally new environment that necessitates an urgent review of the policy. In addition, the digital revolution has created new opportunities and challenges. We have therefore decided to consolidate the diverse related policies such as the ITeMS, eLearning, Open Educational Resource (OER) policy, Institutional Repository (IR) policy and other related policies under the broad heading of a Digital Policy. There are new cultural and regulatory mandates that such a review will help us accommodate. For instance, there is a draft national digital learning policy, new frameworks for inclusivity and diversity; new identities, curricular and delivery options.

Thus, while I approve the ITeMS and eLearning policies in their current dispositions, we shall move rapidly to review them and consolidate within a *Dynamic Digital Learning Policy*.

I thank all those who have worked assiduously to make this document come alive.

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SECTION 1

INTRODUCTION

1.1 Preamble

The University of Ibadan (U.I), founded in 1948 is the premier university of Nigeria. It consists of 17 faculties, 4 institutes, 10 centers, the College of Medicine and a postgraduate college. The vision of the University of Ibadan, is to be a world-class institution for academic excellence geared towards meeting societal needs. One of its four missions is to "expand the frontiers of knowledge through provision of excellent conditions for learning and research".

The primary function of the University of Ibadan as encapsulated in its missions is to provide education, conduct research, public service (consultancy and services) and disseminate and create knowledge. In carrying out this function, intellectual media, communication technology, information systems, are critical drivers, there is therefore a need for a defined system of execution and management of information technology, systems, communication and media assets to the advantage of the university and the society at large. To fulfil this task, the Directorate of Information Technology and Media Services was established in 2012.

The Directorate provides information technology and media resources and services to a large and varied group, including faculty, staff, students, and guests at the University of Ibadan. All members of this community are responsible for using these resources and services in an effective, efficient, and ethical manner that does not interfere with reasonable use by other community members or endanger the University's tax-exempt or legal status.

1.2 Information Technology and Media Services (ITeMS) Directorate

To leverage the convergence of information and media technologies to positively affect teaching, learning, research and administration in the University; the Directorate uses Information Technology and Media solutions to provide information, communication and entertainment to members of the community locally or elsewhere.

The Directorate is the result of the unification of the Management Information System (MIS) unit, the Information and Communication Technology (Internet) project, Diamond FM radio station, University Media Centre, the Computing Centre and the Information Technology Unit of the College of Medicine.

To complement the University Vision and Mission, ITeMs has outlined a vision and mission thus:

Vision

To deliver excellent and reliable IT and media services that reinforces the position of University of Ibadan as a global leader in teaching, learning, research, administration and community service.

Mission

- Provide world-class information technology and media services for teaching, research and administrative excellence.
- Develop effective and efficient information processing and storage capabilities to preserve University and societal values for sustainable development.
- Conduct research on a regular basis on information technology and media issues.

To ensure a veritable platform for operations and development of ITeMS, the following core values and principles shall be adopted:

- Sustainability
- User-focus
- Reliability
- Excellence
- Uniqueness
- Integrity

1.3 Framework for Information Technology and Media Services

The Directorate of ITeMS is the leading management organization for all Information, Communication and Media Systems/Technology activities. The Directorate functions using the following framework:

i. The Vice Chancellor
ii. Board of Information Technology and Media Services
iii. The Director
iv. Deputy Directors of the following units of Information Technology and Media Services
    - Management Information Systems (MIS)
    - University Media Centre (UMC)
    - Information Technology Network and Hardware (ITNH)
    - Training Research and Development (TRD)
    - Software Development (SD)
    - College of Medicine IT Unit (CoMIT)
    - Postgraduate College IT Unit (PGCIT)
    - Distance Learning IT Unit (DLCIT)
v. Faculty Computer Committee Representative

ITMP_ Appendix 1 represents the organizational structure

1.4. ITeMS Management – Authority and Jurisdiction

The Directorate shall be responsible for all activities related to information, information technology, communication technology, information systems and media technology in the University. The Directorate is empowered to:

i. advice the management during the planning stage of all activities related to Information Technology and Media Services.
ii. execute and manage any activity related to information, information technology, communication technology, information systems and media technology
iii. develop capacity and competence to utilize any technology deployed
iv. keep the University abreast of the latest technology and integrate it into the university system.

1.4.1 *Authority*

ITeMS derive its authority from the Vice Chancellor of the University of Ibadan.

i. The Directorate shall be a member of relevant committees.
ii. The Directorate is to approve and collaborate on the deployment of any technology at the University of Ibadan.
iii. Complete documentation of all technology related projects should be submitted at the Directorate.
iv. The Directorate is responsible for research into Information and Media Technology advancements.
v. The Directorate is responsible for training University staff on any technology deployed.
vi. The Directorate advises the Council on the best technology to integrate into the University System at any particular time.

1.4.2 *Jurisdiction*

The University of Ibadan has its main campus situated along Old Oyo Road in Ibadan and all campuses. It has several other locations within and outside Ibadan such as Distance Learning Centre at Moniya, School of Business at Ajibode, College of Medicine at Mokola Hill, Pediatric Hospital at Ijebu-Ode, and any other related entity.

i. The Directorate shall be responsible for all activities related to information, information technology, communication technology, information systems and media technology in all locations owned by the University of Ibadan.

ii. Ensure uniformity of solutions across the University.
iii. Avoid duplication of effort for available resources.
iv. Utilize available resources optimally.
v. Prevent the usage of substandard IT equipment/solution in the University.
vi. Develop and implement IT and Media Strategies.

Strategies

i. All ITeMS units should report to the Directorate.
ii. The Directorate is to move resources to areas/locations needed.
iii. The Directorate is to have centralized training programs.
iv. Monthly meeting of all heads of department / units related to ITeMS.
v. All ITeMS units must participate in the Directorate annual retreat.
vi. No external contractor can supply or perform IT related activities unless approved by ITeMS.

1.5 Goals and Objectives of the Policy

The purpose of this Policy is to ensure a sound Information Technology, Systems, Communication and Media Infrastructure that promotes the mission of the University. In particular, this Policy aims to promote the following goals:

i. Intended and responsible use of electronic, digital and media resources of the University
ii. ensure that use of Information and Communication System/Technology and Media systems is consistent with the principles and values that govern use of other University facilities and services;
iii. ensure the availability, reliability, integrity and performance of Information, Communication and Media Systems/Technologies;
iv. Ensure full implementation of this policy.
v. Encourage awareness of electronic and software adoption.

1.6 Scope of the Policy

This policy applies to:

i. All users of Information, Communication and Media Systems/Technology, including University students, staff, alumni, visitors, guests and retirees.
ii. All Information, Communication and Media Systems/Technology assets including university logo, microphones, website, social media tools, computer/data/communication networks and equipment, databases, radio, television and facilities administered by any ITeMS Unit, as well as those administered by individual faculties, departments, Libraries, laboratories, and other related entities associated with the University.
iii. All Information, Communication and Media Systems/Technology infrastructure used to create, access, transmit University information irrespective of ownership.
iv. All services including, network access, internet access, file/document management, eLearning, backup facilities, streaming, broadcasting, archiving, communications, software development, data management and training.

1.7 Validity of the Policy

This Policy shall be reviewed every five years or as needed by the Vice Chancellor of the University, in consultation with the Board and Directorate of ITeMS and relevant University committees.

SECTION 2

FINANCE

Finance is the backbone and a factor in the success of any organisation, more_so in the capital intensive Information Technology and Media Services. It is important that adequate and sustainable financial resources are accessed while ensuring effective disbursement and transparent accountability of such finances. For effectiveness, the following policies becomes necessary:

2.1. Investment and Funding

Typical sources for such funding would include University support, internally generated revenue, the private sector, as well as donations and grants from organisations. The University has the critical role of creating an enabling environment that will attract investment and funding from various stakeholders.

Policy

The University, Faculties, Centres, Departments and Units shall invest in the provision of IT and media facilities and infrastructure.

Other investors could lend support to these investments.

Objectives

i. To provide funding for IT and Media projects and infrastructure through appropriate budgetary allocation.
ii. To create an enabling environment that facilitates investment support from government, private sector and multinational organisations.
iii. To encourage public-private partnerships for the development of IT and Media.

Strategies

i. Encourage University interaction at governmental level for IT and Media subvention.
ii. Encourage provision of incentives to investors.

iii. Provide appropriate incentives to encourage local IT and media solutions.
iv. Streamline procedures and requirements for the purchase and use of IT and media equipment.
v. Adopt financing models that foster indigenous IT and digital media entrepreneurship.

2.2 Service Costing

Policy

The cost of providing a service (see section 1.4) shall not be arbitrary but in accordance with acceptable practices.

All services provided shall be offered to users at a price that at least covers the recurrent cost of provision.

Objectives

i. Services should be maintained based on the cost paid by the subscribers.
ii. Services should be sustainable.

Strategies

i. The cost(i.e. subscriber's cost) to be accounted for should include human effort, administrative charges and logistics.
ii. The cost of services can be changed when a constituent cost of the services changes.
iii. Sunk costs should be borne by the University and its partners.

2.3 Payment

Users must pay for services offered. There are multiple payment channels open to users. The Directorate will work on making payment for its services convenient.

Policy

Users of services provided by ITeMS shall pay in advance for the services using acceptable payment modes.

Strategies

i. The Directorate shall endeavour to provide multiple payment platforms for users.
ii. Payment for services shall be in the local currency except in circumstances related to international trade.
iii. Payment for services shall be pre-paid.
iv. Agents may be used for collection of payments.

SECTION 3

PERSONNEL

Personnel are an intricate part of any organization. The success of such organization depends on the quality of personnel. It is important therefore to put in place proper guidelines that will assist the personnel and ensure that the organization becomes outstanding.

ITeMS Personnel

The Directorate will be involved in the hiring, training, promotion, deployment and discipline of personnel with ITeMS-related designations.

The following cadre of staff will form the technical personnel of the Directorate

- Audio-Visual/Technical
- Computer Hardware
- Computer Operator Cadre/Data Processing Officers
- Editorial Staff
- Graphic Artist
- Hardware Engineer
- Network Administrator
- Network Security
- News Reporters/Editors
- Photographer
- Producer Presenter/Announcer
- Programmer/Software Developer
- Quality Control
- Sound Media Manager
- Studio Officer
- Systems Analyst
- Webmaster

3.1 Staff Recruitment

The strength of an organization to provide high quality services relies on its ability to attract the best staff available.

Policy

ITeMS shall take all reasonable steps to ensure that the most suitable applicant is hired for all vacant positions. Recruitment methods shall be fair, efficient, and effective.

Objective

To ensure that the most suitable applicant occupies all vacant positions.

Strategies

i. Identify openings and broadly advertise internally and externally as deemed appropriate.
ii. Adopt University standards, guidelines and practical tests/assessment where required for recruitment and shortlisting of applications in line with global best practices.
iii. Encourage qualified staff to apply for vacant positions to ensure career advancement and increase participation.
iv. Provide a work environment devoid of harassment and discrimination.

3.2 Staff Deployment

ITeMS aims at supporting employee motivation, increase productivity and leadership development across all levels within the organization through a carefully addressed deployment process.

Policy

ITeMS shall recommend/implement movement of staff from a current assignment to another and from a location or unit to another to meet operational needs.

Objectives

i. To acquaint staff with all units in order to acquire new skills and improve performance across units.
ii. To promote efficient and timely interventions that might arise in various units.

iii. To promote teamwork among staff.

Strategies

i. Carry out needs assessment to identify skill gaps and recommend staff deployment to mitigate the gaps.
ii. Recommend re-designation of staff to the management as need arises.

3.3 Staff Promotion

An effective promotion policy focuses on advancing employees based on their skills and performance. It leads to employee motivation and productivity.

Policy

The upward mobility of ITeMS staff shall be in accordance with the approved University criteria as related to career path for ITeMS staff.

Objectives

i. To ensure advancement of staff who perform well and qualify for promotion.
ii. To serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition.

Strategies

i. Regularly communicate the University policy on promotion to ITeMS staff to avoid confusion about who should be promoted and when.
ii. Carry out performance evaluation and employee assistance programs to maintain competence, increase proficiency and expertise of staff.
iii. Encourage and support participation of staff in relevant professional meetings and trainings.

3.4 Staff Retention

Staff Retention is a necessary procedure to be carried out in a fair, equitable and transparent manner to attract and maintain a productive workforce.

Policy

ITeMS shall retain staff that have the necessary skills, expertise, qualifications and attitude that can help to realize her goals in line with the University vision.

Objectives

To mitigate the effects associated with high employee turnover.

Strategies

i. Conduct an Induction program for newly recruited staff.
ii. Minimum tools required for effective take-off of duties shall be provided to all staff.
iii. Encourage regular departmental meetings where staff have opportunities to raise and discuss issues.
iv. Institute a reward and benefits system for performing staff.

3.5 Staff Training

Training of ITeMS staff is beneficial to the long-term support and development of technology and media infrastructure and services in the University.

Policy

All ITeMS staff shall be trained regularly in related and relevant information technology and media solutions.

Objectives

i. To enable staff acquire and enhance the knowledge and skills necessary to perform effectively in their roles
ii. To enable staff respond effectively to the demands by internal and external challenges and change development
iii. To enable staff effectively develop a career path

Strategies

i. The directorate shall make provision for staff training through its internally generated revenue and rotate sponsorship of training every two years.
ii. There shall be in-house training such as seminars, workshops, webinars for all ITeMS staff.

iii. Attendance at both local and international meetings of professional shall be encouraged, including online training classes.
iv. Hosting of training workshops so that more ITeMS staff can attend.
v. Paper presentation and tutorial sessions at workshops and conferences.
vi. Encourage staff to regularly identify their needs for training and development relating to their jobs and future career aspirations.

3.6 Code of Conduct and Ethics

Professionals are often guided by moral and ethical values to acquaint them with rules for best practices and professional conduct.

Policy

All ITeMS staff shall conduct themselves in a manner and way prescribed by the code of ethics of their profession as provided by Computer Professionals (Registration Council) of Nigeria (CPN) and National Broadcasting Commission (NBC) and The University.

Objective

To ensure that the conducts of staff are guided by and comply with ethical codes of the profession and the University.

Strategies

i. Ensure that all staff have access to code of professional ethics of relevant professions (Computer Professionals Registration Council of Nigeria (CPN), Nigerian Broadcasting Code) etc.
ii. Encourage staff to join professional organizations / associations.
iii. Regularly acquaint staff with the vision, mission and core values of the Directorate and the university staff Handbook.
iv. Ensure staff promotes the core values of the Directorate through interaction and staff appraisal.

3.7 Staff Discipline

The University Human Resource and Development guidelines take care of this.

SECTION 4

TECHNOLOGIES

ITeMS as a highly technology driven Unit is characterized by constant change. There is therefore a need to be proactive in the acquisition and maintenance of emerging technologies. For these technologies to be enduring, the following policies are put in place:

4.1 Bandwidth Management

Bandwidth refers to capacity of data that can be transmitted in a fixed amount of time. It is the maximum data transfer rate a network or internet connection can handle.

Policy

ITeMS shall be responsible for managing the university internet bandwidth to optimize usage.

Objectives

i. Ensure all authorized users have fair access to the Internet.
ii. Prevent unnecessary flooding of the network.

Strategies

i. Ensure that all devices that should have access to the network must be registered.
ii. Users must have an account to gain access to the University network. An account can only be used at a time on a single device.
iii. Data volume/size is allocated to each user periodically after payment.
iv. Access to heavily used sites and large downloads may be restricted between certain periods of the day to prevent congestion.
v. Accounts causing excessive traffic congestion shall be automatically blocked.

4.2 Equipment Procurement

IT and media equipment across the campus procurement process shall follow existing rules and regulations governing procurement of goods and services for the University of Ibadan, while also satisfying the technical specifications of the department involved

Policy

Any IT and Media equipment or services to be procured or rendered shall meet certain technical specifications as requested by the unit where such equipment is required and in compliance with standards and recommendation of ITeMS.

Objectives

i. To ensure that various units of the University follow the correct procedure for procurement of IT and media related goods and services.
ii. To assist the units with preparation of technical specifications whenever the need arises.
iii. To ensure that IT and Media projects for various units are pursued diligently and efficiently.
iv. To ensure that the goods and services to be procured is/are satisfactory and timely.

Strategies

i. All purchases by units shall have technical approval from ITeMS and financial authority approval from the budget holder to whom costs will be charged.
ii. Purchases by ITeMS shall be guided by the Financial Instructions which govern the procurement of all goods and services within the University.
iii. Purchases by ITeMS shall be sufficiently flexible to allow rapid response to operational requirements and to enable the user to take advantage of opportunities arising from new IT and media products or services.
iv. All products and/or services purchased shall be on the approved products list unless special permission is granted through ITeMS.
v. Ensure that equipment and services from donors to any of the University unit meets all necessary technical specifications of ITeMS.

vi. An Inventory of all the IT and Media goods and services of various units shall be forwarded to ITeMS for record keeping purposes.
vii. Ensure that equipment and services come with appropriate warranty

4.3 Equipment Maintenance

Equipment maintenance is key to providing quality services to IT and Media users. Maintenance includes performing routine actions, which keep the devices in working condition or prevent unnecessary damage. The actions include the combination of all technical and corresponding administrative, supervision.

Policy

i. All IT and Media equipment shall be regularly maintained. The equipment may be owned, managed, supported or operated by, or on behalf of the University.
ii. All equipment shall be identifiable individually.

Objectives

i. To ensure that IT and Media equipment are in serviceable order.
ii. To specify the best practices and approaches in IT and Media equipment maintenance.
iii. To ensure the integrity and security of the network.
iv. To ensure the currency of software licenses.
v. To allow units to plan for replacement of IT and Media equipment well in advance of the dates outlined.

Strategies

i. Keep detailed log of maintenance activities.
ii. Conduct periodical maintenance IT and Media equipment to identify, retire and replace as at "end-of-life."
iii. Ensure that obsolete IT and Media devices are disconnected from the University's network.
iv. Facilitate the repairs and maintenance of equipment under warranty.

v. Ensure service quality by co-locating, monitoring and controlling communication infrastructure to minimize cost.

4.4 Local Content Development

IT and media local content is grossly underdeveloped in the University. The University can benefit tremendously from developing its own domestic ecosystem to create applications for all aspects of human endeavour including Agriculture (e-Agriculture), Business (e-Business), Education (eLearning), Governance (e-Government), Health (e-Health) and so on. This can cater for both the University and external organizations.

Policy

IT and Media shall be used to leverage Local Content Development in the University from a two-pronged approach - through both software and hardware development.

Objectives

i. To position the University as a leader in local content development.
ii. To ensure rapid indigenization and domestication of IT and media products and services.
iii. To provide incentives for the growth of the IT and Media ecosystem.

Strategies

i. Encourage the creation of software projects as platform for indigenous software industry.
ii. Ensure that in-house software developed and/or acquired meet international standards.
iii. Provide incentives and initiatives that will significantly increase the number of software developers in the University.
iv. Build a strong interface between IT and Media industries, academia and the business world to improve relevance of the end product.
v. Promote collaboration amongst content developers within and outside the University.
vi. Provide and ensure that security and privacy in information systems are maintained.

vii. Ensure that intellectual property rights are protected.
viii. Promote national and international certification of indigenous content.
ix. Promote the patronage of indigenous software products and services.
x. Promote Free and Open-Source Content (FOSC) development, education, interoperability and use.
xi. Digitize and make available local content in areas such as teaching, research, governance, entertainment, etc.

4.5 IT and Media Equipment Disposal

Technology and media equipment often consist of parts that cannot be disposed indiscriminately. Proper disposal of unusable (detrimental to health and environment) and/or obsolete equipment is required by law to preserve the environment. In addition, it is essential to protect the University data from inadvertently getting into wrong hands through improper disposal.

Policy

ITeMS in conjunction with other relevant units of the University shall be responsible for the disposal of any University computers, media drivers and computer related equipment.

Objectives

i. To provide an appropriate method for the disposal of unusable and or obsolete IT & Media equipment.
ii. To minimize unnecessary campus technology inventory.
iii. To exercise oversight and accountability of disposed equipment.

Strategies

i. Ensure that all units wishing to transfer, auction or dispose IT and Media equipment are guided by ITeMS.
ii. Ensure that contents of all storage mediums are securely erased in accordance with industry best practices before auction or disposal.
iii. Ensure final disposal of equipment identified by ITeMS as obsolete and unusable are responsibly disposed by the designated unit of the University.

4.6 Network Infrastructure Implementation

A reliable network is subject to appropriate IT infrastructure deployment and robust network architecture. To have an established network that can support the transmission of video, voice and data traffic capacities for the University community, a coordinated strategy and approach for network planning and design, implementation, operation and support is required.

Local Area Network (LAN) is the connection of one or more computer-enabled devices together for the purpose of resource sharing such as files, programs or device (printer, scanner).

Policy

The University of Ibadan shall maintain a three-tier network architecture (Backbone network layer, Access network layer and Network Operating Centre and Network) for the provision of all Information Technology and media services to the community.

ITeMS shall be consulted on the design and implementation of a LAN which stands as a property of the university. Users therefore cannot extend, modify or remove LAN components without prior written permission from ITeMS.

Objectives

i. To build and maintain reliable, resilient and robust campus network for the University.
ii. To put in place standard infrastructure and network architecture that support the university network traffic and IT services and ensure the standards are adhered to.
iii. To enhance overall user experiences on the network.

Strategy

i. Ensure that the University backbone network/master architecture is implemented and published.
ii. Regulate and advise on appropriate IT equipment deployed on the Campus network for the optic fiber, LAN, last-mile and wireless network implementations.
iii. Ensure that the development of Backbone Infrastructure network conforms with standards/defined specifications.

iv. Ensure that the development of Local Area Network and equipment on the network conforms with defined specifications.
v. Ensure that deployment of infrastructure at the Central IT NOC/NMC conforms with defined specifications.

4.7 Database / Enterprise Resource Planning (ERP)

Database is a collection of records that has been systematically organized for easy access. It is a core IT resource in universities because of the huge amount of information being generated.

Policy

The University of Ibadan shall maintain a centralized database system of personnel, students, finances, projects etc. managed by ITeMS.

Objectives

i. To provide ERP system that makes access to the database useful for various tasks.
ii. To aid automation and computerization of University functions and processes.

Strategies

i. To acquire and deploy an ERP system for use in University of Ibadan.
ii. To ensure accuracy in data collection and record keeping.
iii. To ensure integration of databases in various units of the University into the central database.
iv. To ensure regular training of users on the ERP system.
v. Ensure that data requested by users are provided in friendly usable formats.

4.8. e-Learning

e-Learning is technology-based learning using electronic devices whether from a distance or in face-to-face classroom setting.

Policy

ITeMS shall promote the use of eLearning where appropriate to support achievement of University goals in providing learner-centred experiences that are flexible, responsive, effective and meet the needs of all its learners and partners. eLearning will be used to innovate both learning and its delivery making effective and efficient use of all resources whilst maintaining the quality standards the University is committed to. ITMP_Appendix 6, "eLearning/Online Learning Policy", detailed the eLearning Policy.

4.9 Paperless Environment

The world is moving towards the use of materials that are bio-degradable. Materials that are harmful to the environment are gradually disappearing. University of Ibadan understands this and seeks to reduce the quantity of paper it uses per year by finding alternative means of communication and documentation.

Policy

Electronic documentation shall be integrated into all functions and processes of the University; Electronic documents shall have the same significance as paper documents and will be archived and preserved for referencing and use.

Objectives

i. To digitize all functions and processes of the University.
ii. To promote environmentally sustainable operations.

Strategies

i. Build and maintain central data center for records, files and archival materials.
ii. Implement a document management system.
iii. Ensure that documents are in easily accessible and usable formats by software applications.
iv. Guarantee document authenticity using appropriate mechanisms.
v. Access to documents shall be restricted and available when privileges are granted.

4.10 Network Access

This policy applies to all authorized users including staff, students, employees and affiliates, who utilize University-owned or personally-owned information technology resources to connect to the University Information Technology Network from local(on-site) or remote location, for example through a LAN, WAN, Virtual Private Network. This policy applies to remote access connections used to do work on behalf of the University, including but not limited to email correspondence and accessing Intranet web resources.

Access implementations that are covered by this policy include, but not limited to: computer systems, mobile devices, dial-up Modems, Frame Relays, Integrated Services Digital Network (ISDN) connections, Digital Subscriber Line (DSL) connections, Cable Modems, etc.

Policy

Authorized users with access privileges to the University Information Technology Network shall ensure that their access connection complies with the University Information Technology Policies and Procedures.

General access to the Internet through the University Information Technology Network, for reasonable recreational use by immediate household members of the University on personal computers, is permitted. Each Authorized user shall be responsible for ensuring that family member comply with the University Information Technology Policies and Procedures, do not perform illegal activities, and do not use the access for outside business purposes. Each authorized user bears responsibility for any consequences of misuse.

Objective

To set guidelines for access to the University network whether user is physically present on the campus or connecting remotely.

Strategies

i. ITeMS reserves the right to refuse, by physical and non-physical means, the ability to connect devices to the network.

ii. Staff and students using mobile devices and related software for network and data access will, without exception, use secured data management procedures. All mobile devices must be protected by a strong password.
iii. ITeMS will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass said security implementation will be deemed an intrusion attempt and will be dealt with appropriately.
iv. ITeMS reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the network.
v. Secure access shall be strictly controlled. Control shall be enforced via one-time password authentication or public / private keys with strong pass-phrases.
vi. Authorized users who, as a University employee or affiliates, with access privileges, shall ensure that University-owned or personal information technology resources are not connected to any other network at the same time they are connected to the University Information Technology network (with the exception of personal networks that are under the complete control of the authorized user).
vii. Authorized users who, as a University employee or affiliates, with remote Authorized User access privileges to the University Information Technology Network must not use non-University Email accounts such as Hotmail, Yahoo, AOL or other external resources to conduct University business, thereby ensuring that official business is never confused with personal business.
viii. Routers for dedicated ISDN lines configured for access to the University Information Technology network shall meet the minimum authentication requirements of the Challenge Handshake Authentication Protocol (CHAP).
ix. Reconfiguration of an authorized user's home equipment for the purpose of Split-Tunneling or Dual Homing is not permitted.

x. Frame Relay shall meet the minimum authentication requirements of Data-Link Connection Identifier (DLCI) standards.
xi. Non-standard hardware configurations must be approved by designated Information Technology Services personnel, and Information Security personnel must approve security configurations for access to Hardware.
xii. All hosts that are connected to the University Information Technology Network including personal computers, must use the most recent corporate-standard anti-virus software.
xiii. Personal equipment that is used to connect to the University Information Technology network must meet the same requirements applied to university-owned equipment for access.
xiv. Organizations or authorized users who wish to implement non-standard access solutions to the University Information Technology network must obtain prior written approval from the Information Technology and Media Services Directorate.

SECTION 5

SERVICES

The provision of Information Technology and Media Services is intended primarily to serve the teaching, research and administrative functions of the University. These services allow stakeholders to have easy access to information and also communicate with each other.

5.1. E-mail

Electronic mail services are used frequently for correspondence internally and externally, teaching, learning, research, administration and other functions and purposes of the university.

Policy

All staff, students, scholars, associates, Departments/Units and Faculties of the University shall be provided with official e-mail accounts.

Objectives

i. To provide an official communication platform for the university.
ii. To define acceptable ways of using the university e-mail.

Strategies

i. To ensure individuals, Departments/Units and Faculties within the University community are provided personalized email accounts.
ii. Individuals will be held responsible for use of all official accounts.
iii. Use of official email for anything inimical or detrimental to the University community wellbeing or reputation shall be referred to appropriate authority for prosecution. This includes but not limited to defamatory, misleading, threatening, abusive messages or any message that may be construed as such.
iv. Monitoring tools shall be imposed on emails.

5.2 Online Resources

Materials such as webpages, portals and database that provide useful information to users are known as online resources. The University provides online resources such as student portal, admission portal, learning management system, e-learning content web mail, cloud computing, e-library and i-labs. The online resources are intended primarily to serve teaching, research and administrative purposes of the University.

Policy

All members of the University community shall be granted access to online resources including webpages, repositories and open educational resources for the purpose of teaching, learning, research and administration.

Objectives

i. To provide access to members of the University community access to online resources
ii. To ensure the use of University online resources in an appropriate, responsible, and ethical manner.

Strategies

i. Online resources shall be deployed in a manner that users in the University will have access.
ii. Authentication shall be used to control and monitor access to online resources.
iii. Specific online resources shall be designated to units to be managed for effectiveness.
iv. Familiarize users with regulations and license terms associated with specific online resources (note: in many cases, license agreements impose greater restrictions on use than does copyright law) .

5.3. Digital Proficiency for All Staff

The University acknowledges that its staff is its most valuable resource, and it is committed to investing in their training and development. All staff are expected to be literate users of information technology and media services in the University.

Policy

All staff of the University shall be equipped to be proficient in the use of Information and Media Technology applications.

Objectives

i. To enable staff acquire the IT and Media knowledge and skills necessary to perform effectively in their roles.
ii. To enable staff respond effectively to the IT and Media demands placed upon them by internal and external change and development.

Strategies

i. Ensuring that all staff shall have access opportunities for continuing professional development in their jobs.
ii. Ensuring equal opportunities in accessing training and development.
iii. Identifying needs for training and development of staff arising from internal and external change at Faculty and University levels.
iv. Liaising with the University Staff Development Unit in the provision of appropriate opportunities
v. ITeMS Directorate will develop annual curricula for all trainings including development of course material.

SECTION 6

MEDIA

6.0 Videography and Video Broadcasting

This is the process of capturing electronic representation of moving visual images (video) in the form of encoded digital data for storage and possibly, future reproductions.

Policy

University of Ibadan through the Information Technology and Media Services Directorate owns the rights to all official University digital video recordings such as inaugural lectures, convocation ceremonies, University lecture, matriculation and so on.

Permission and release of outputs of recorded materials to the public shall be approved by the Vice Chancellor through the Director of ITeMS.

Objectives

i. To provide leadership and direction for the University in matters relating to videography and digital broadcasting.
ii. To ensure that the University of Ibadan is not misrepresented or portrayed in a bad light.
iii. To ensure proper archiving of recorded important events.
iv. To generate income with appropriate equipment.

Strategies

i. Patronage of the University videography services should be encouraged at all times and no other services should be given priority over it in the University.
ii. Filming on campus will be permitted if it is of no cost financial or goodwill to the University and not disruptive. Respective units that may be involved in the shooting must also be consulted for permission.

iii. Video produced by ITeMS shall not be posted, distributed or otherwise made available without written permission.

iv. ITeMS shall apply necessary sanctions, if the anonymity of the University is undermined.

v. Bodies markers shall obtain the written permission before filing on centres

6.1 Photography Policy

Photography is the science, art and practice of creating durable images by recording light or other electromagnetic radiation, either electronically by means of an image sensor, or chemically by means of a light-sensitive material such as photographic film. Photography is employed in many fields of science, manufacturing and business, as well as its more direct uses for art, recreational purposes, and mass communication.

Policy

- University of Ibadan through the Information Technology and Media Services Directorate shall own the rights to all official University pictures taken at events such as Inaugural lectures, Convocation ceremonies, University lecture, Matriculation and so on.
- Permission and release of output of commercial photography, to the public, shall be approved by the Vice Chancellor through the Director of ITeMS.

Objectives

i. To provide leadership and direction for the University in matters relating to digital photography.

ii. To ensure that the University of Ibadan is not misrepresented or portrayed in a bad light.

iii. To ensure proper archiving of recorded important events.

iv. To generate income provided necessary tools are provided.

Strategies

v. Patronage of University Photography services should be encouraged at all times and no time must the services of any outfit be given priority over that of the University.

vi. Photography on campus will be permitted if it is of no cost to the University and not disruptive. Respective units that may be involved in the shooting must also be consulted for permission.
vii. Photography produced by ITeMS shall not be posted, distributed or otherwise made available without written permission.
viii. ITeMS shall apply necessary sanctions, if the anonymity of the University is undermined.

6.2. Sound Engineering

This includes the production, amplification and modification of sound at all University functions. This involves provision of public address system in all venues where student and staff, together or as independent groups with or without outsiders, are likely to gather for exchange of views.

Policy

All buildings such as halls of residence, lecture theatre and chambers shall be designed with consideration for sound engineering which shall be done by(ITeMS). Where such designs have not been put into consideration with already existing structures, it shall be the responsibility of the ITeMS to attend to such challenges by advising the University management appropriately. Where University events are to take place in venues outside the immediate vicinity of the campus, the university management shall engage the services of the ITeMS for solution.

Objectives

i. To produce and generate quality sound in the immediate environment of programmes and in the recorded version either for transmission or for archiving.
ii. To ensure that the university is portrayed at all times as top edge quality institution in all its activities.
iii. To generate income.

Strategies

i. ITeMS shall ensure a non-disruptive, effective and efficient sound engineering on campus.

ii. Patronage of University sound unit should be encouraged at all times and no time must the services of any outfit be given priority over that of the University.

6.3. Logo

A logo is a graphic identity. It consists of symbols, shapes and text required for all visual representations such as signs, video productions, exhibit materials, vehicles, and the like, in addition to printed publications and web sites. The University of Ibadan, just like other units in the University has a logo.

Policy

The Logo shall be reproduced in official colors and shall not be modified or altered in any way. All official documents and stationery shall include the University logo.

Objective

To ensure that the University of Ibadan logo and other associated logos are not misused or abused.

Strategies

i. ITeMS shall ensure that the University logo is not altered in any form.
ii. ITeMS shall ensure that all academic, administrative, and support units of the University use the approved logo on official documents.
iii. ITeMS shall ensure that the University logo is not used without authorized permission.

6.4. Community Broadcasting

Community broadcasting has been acknowledged as a critical tool for promoting universal access and the Rights to Freedom of Expression. It typically augments the services of the University of Ibadan by attending to needs that cannot be adequately addressed at Federal, State and Local levels by public and commercial broadcast operators. Diamond FM 101.1 is the official radio broadcasting station of the University.

Policy

Community broadcasting units such as Diamond FM 101.1 shall be utilized for training, research and information dissemination purposes. All university infrastructure e.g. car radio, television shall connect to the community broadcast unit by default.

Objectives

i. To encourage community broadcasting in University of Ibadan.
ii. To facilitate widespread access to information in the University; and
iii. To ensure the broadcast of appropriate content that informs, educates, enlightens and empower staff and students in the University.

Strategies

i. ITeMS shall provide an enabling framework and environment that will further the advancement of community broadcasting in UI.
ii. ITeMS shall provide IP-based retransmission of broadcast signals.

6.5 Media Storage and Reproduction

This entails the combined processes or act of archiving media content into a depository for future use.

Policy

All content from University events such as an inaugural lecture, matriculation, convocation and other vital ceremonies as required shall be captured, sorted, edited, finalized and stored at the University Media Centre which can be accessed through appropriate channels.

Objectives

i. To accurately capture, sort, edit, finalise and store wide range of media content of the University.
ii. To provide processed media content for OER or any related cause of the University in the needed format.

Strategies

i. ITeMS shall provide the appropriate medium and of necessary facility to edit and store media content in accessible format.
ii. ITeMS shall make available backup medium for the media content.

SECTION 7

SECURITY AND PRIVACY

With the advancement in Technology, it is important for the University to develop data security and privacy implementation procedure to protect every stakeholder such that official and personal information be secured against all foreseeable hazards and breaches.

7.1 Security

It is necessary that Information Technology resources are safeguarded against unlawful and unauthorized intrusion as well as fire, flood and other physical threats. The University is committed to providing adequate security to protectdata and equipment.

Policy

All resources under the control of ITeMS shall be provided with adequate security.

Objectives

i. To ensure safety of sensitive data and equipment under the control of ITeMS.
ii. To protect the University from legal actions with regards to data misuse.
iii. To ensure only authorized personnel have access to University data and equipment under the control of ITeMS.

Strategies

i. Ensure registration of all devices connected to the University Network.
ii. Ensure that administrator account and password are used only for system administration purposes.
iii. Manage all service account passwords to ensure only authorised users have access.

iv. Provide server configuration guidelines for all server setup approved by the director/designated staff before deployment.
v. Ensure that all University system are protected against virus, malware and intrusions
vi. Ensure backups and recovery of all university records and software which shall be retained for a minimum period of 30days with a maximum period subject to volatility and criticality of the data.
vii. Ensure regular review and update to account for new technology, business changes, and migration of applications to alternative platforms.
viii. Ensure that local servers in faculties/departments/units obtain necessary permission to interface with any external body or organization.
ix. Ensure that all servers are housed in well secured data center with adequate power backup, protection against intrusion, fire, flood, etc.
x. Carry out regular security audit and incidence management procedures to ensure appropriate sanctions, where any person/unit is found liable.
xi. Ensure software are not installed on University systems without approval from ITeMS.

7.2 Username / Account Naming

Username are used for identifying separate accounts on the same domain or platform. Numerous formats exist for creating usernames or account names. Each institution has its own format.

The best formats are easily recognizable, easy to use and unlikely to cause duplicates.

Policy

The University shall adopt a uniform and standard nomenclature for creating or naming accounts used to access services on the network.

Objectives

i. To standardise username creation.
ii. To make individual users identifiable.
iii. To support single sign-in technology.

Strategies

i. Create username for staff members in this format: initials.surname@ui.edu.ng
ii. Create username for post graduate students in this fomat: First initial+surname+last four(4) digits of matric number @stu.ui.edu.ng
iii. Create username in the for undergraduate students in this format: initials.surname@ui.edu.ng
iv. Ensure that accounts created for established positions or programs are reusable e.g. VC, Registrar e.t.c.

7.3 Password

A password is a word or string of characters for user authentication to prove identity or gain access to a resource (example is an access code), and should be kept secret.

Policy

A password shall be required to access Information Technology and Media systems and resources.

Objectives

i. To authenticate user accounts on personal and official systems deployed on the University of Ibadan network.
ii. To prevent unauthorized access to systems and network in the University of Ibadan.

Strategies

i. Establish minimum password/passphrase standards for all users.
ii. Establish additional password/passphrase standards for system administration purposes.

7.3 Anti-Virus

Antivirus or anti-virus software (often abbreviated as AV), sometimes known as anti-malware software, is a computer software used to prevent, detect and remove malicious software.

Policy

All University systems connected to the Network must be protected by antivirus software. Any system (personal or University's) that is infected shall be denied access.

Objective

To protect the University systems and network against viruses, Trojans and other malware.

Strategies

i. Ensure that all University systems are equipped with Licensed Operating Systems(OS) and other software.
ii. Monitor the infrastructures and generate regular reports to ensure University clients are protected and kept up-to-date.
iii. Test and deploy new updates, patches and fixes as they are made available from the Anti-Virus company.
iv. Ensure OS security patches are deployed to minimize vulnerabilities.
v. Track and plan for specific threats, as and when they become known, to limit the impact on university systems.
vi. Acquire educational licenses for commonly used software on the University network.
vi. Provide all staff and students with information on the need for antivirus protection through sensitization and training.
vii. Regularly test cyber awareness of staff and users

SECTION 8

SOFTWARE

Software describes scripts, applications, libraries, programs and any set of instructions used on computers or computer-related devices to accomplish defined tasks such as process automation, computer applications and so on.

There is therefore the need to ensure that the right software are deployed within the University environment to guarantee integrity of use and security.

8.1 Software Development and Support

Appropriate software for use on the University IT systems could be developed by staff, and students and/or supported by the University. Such a software could also be published or marketed by the University or the author. Can a staff sell software to the university?

Policy

The development, use, support, publishing and marketing of any software developed by any member of the University community shall be regulated by ITeMS.

Objective

To ensure clarity in the rights and responsibilities of all parties concerned with development of software and its documentation.

Strategies

i. Encourage development and sharing of software products within the University community.
ii. Test and evaluate all software developed or acquired before deployment.
iii. Support creation of innovation hub or technology incubator.
iv. Documentation, Test and Codes

8.2. Software Infrastructure

Software infrastructure requires servers and electricity to function adequately. Efforts should be made to provide all needed infrastructure.

Policy

Information Technology and Media Services shall promote the conceptualization, design, procurement, deployment, operation, monitoring, evaluation and maintenance/update of critical infrastructure to drive the University of Ibadan software applications in line with global best practices and competitiveness.

Objectives

i. To prescribe and protect critical infrastructure to enhance the emergence, growth and development of a sustainable software ecosystem.
ii. To develop a roadmap for the provision of critical infrastructure to make University of Ibadan a software hub in Nigeria and the global market.
iii. To recognize and accord high priority to Critical Software Infrastructure (CSI) such as electricity, communications and transportation to drive the software ecosystem in the University of Ibadan.

Strategies

i. Develop adequate procedure and technical guidelines for evaluating the performance of Critical Software Infrastructure (CSI) and needs in the University.
ii. Ensure adequate budgetary appropriation for the establishment and sustainability of software engineering laboratories in the University.
iii. Ensure provision of functional software infrastructure such as energy (thermal, wind, solar and biomass); telephone (terrestrial, mobile and broadband); fibre optics and Internet connectivity to enhance the development of software ecosystem and promote collaborative teaching and learning (e-learning, distance learning, open- university system, etc.).
iv. Ensure the provision of adequate facilities for harnessing the growth and development of informal sector in software development.

v. Establish purpose-built software technology hub especially for the development of embedded systems, indigenous software platforms and interfaces.
vi. Encourage the co-existence and cooperation of emerging software development platforms (proprietary software system and open source software system).
vii. Promote diverse models for Public-Private Partnership (PPP) initiatives to develop, nurture and protect Critical Software Infrastructure.
viii. Ensure compliance of faculties, departments, Units on existing directive with the procurement of indigenous software products and services through regulation where possible.

8.3 Software Usage

University of Ibadan must discourage use of software in any manner inconsistent with its applicable license agreement, including giving or receiving software from clients, contractors, customers and others.

Policy

All software acquired for or on behalf of the university or developed by the university employees or contract personnel on behalf of the university shall be deemed purchased and licensed for official purposes.

Objective

To regulate the direct and indirect use of licensed software, both on campus and off-campus.

Strategies

i. Establish standards and conduct with respect to software copying, transfer and use.
ii. Create awareness of the seriousness and consequences of software misuse within the University community.

8.4 Software license compliance

Non-compliance with software licensing provisions can expose University of Ibadan to significant risk/liability. It is very important that the University has robust processes to ensure necessary and appropriate licenses for all software use with its terms and conditions.

Objective

To protect the University from legal action associated with non-compliance.

Policy

The University of Ibadan shall comply with all license agreements of software in use.

Strategies

i. Ensure the maintenance of software license database to assist users fulfil their obligations.
ii. Ensure all staff are aware of their own responsibilities in regard to ensuring they only use software in compliance with license conditions.
iii. Conduct regular software compliance audit to ensure compliance.
iv. Recommend appropriate sanctions for non-compliance.

8.5. Computer Software Purchase and Acquisition

The University support standards concerning the ethical use of intellectual material and to eliminate exposing the university to any legal liability with regards to software purchase and installation.

Policy

i. The University of Ibadan through ITeMS shall have sole responsibility for purchasing all software required for operations within the various units.
ii. All software acquired or developed for or on behalf of the University shall be deemed university property and must be vetted by ITeMS before acquisition/deployment. Such software must be used in compliance with applicable purchase and license agreements.

Objective

To provide mechanisms that leverage on economies of scale and user needs for the purchase and acquisition of software applications within the University of Ibadan.

Strategies

i. Ensure the purchase of software licenses and/or provision of required maintenance for all software applications owned by the university.
ii. Discourage the use of unauthorized copies of software under any circumstance.
iii. All other necessary software license purchased by/given to units must be forwarded to ITeMS for review and approval.

SECTION 9

OPEN DATA AND USAGE

Open Data

Open Data deals strategically with how certain data within Directorate of Information Technology and Media Services confines should be made freely available to the public, and allow republishing without restrictions. Having an open data policy would help to improve governance and support implementation of the new Nigeria Freedom of Information Act (2001).

Policy

The University through ITeMS will make certain data publicly available and shall recognize the rights and privileges granted by creative commons license. This is in line with Institutional Repository and Open Educational Resources policies.

Objectives

i. To ensure that a portal which provides necessary data from all stakeholders in the University is always up and running.
ii. To encourage creativity, sharing, innovation and productivity through permission and access to intellectual materials.
iii. To provide data to the public in usable formats.

Strategies

i. Develop a knowledge exchange platform which allows Units, Faculties and Departments to exchange experiences and ideas on open projects.
ii. Organise regular workshops, conferences and seminars to educate staff on online data publishing.

SECTION 10

RESEARCH

Research, Innovation and Development (RID) in software is a critical infrastructure for knowledge economy. Universities today play essential role in the construction of knowledge-based economies.

10.1 Software Research, Innovation and Development

Policy

The Directorate of Information Technology and Media Services shall be solely responsible for standards, testing, measurement and certification of software human capital, infrastructure, products and services.

Objectives

i. To promote RID-driven software contents that are saleable in local and global markets.
ii. To promote collaboration of experts/professionals/students on innovative software projects.
iii. To develop capacity for software research and development.
iv. To promote public and private partnership in software development.
v. To develop the framework for measurement of the impact of developed software on the University.

Strategies

i. Develop guidelines for the growth of software ecosystem in the University.
ii. Promote and facilitate collaboration on training with departments in the University.
iii. Provide global best practice benchmarks for the classification, testing, measurement and certification of software products and services in the University.

iv. Monitor and evaluate the performance of Information Technology and Media Policy.

10.2 Plagiarism

Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others. The University recognises the following as instances of plagiarism:

i. Failing to give credit via footnotes for ideas and concepts, date and information, statements and phrases, and/or interpretations and conclusions derived by another.
ii. Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or any part thereof.
iii. Minimally paraphrasing the expressions of thought by others without appropriate quotation marks or attribution.
iv. Assembling parts from various works and submitting the synthesis or single paper as your own creation.
v. Including references in the bibliography that were not examined by the student, including bogus references in the bibliography.
vi. Falsely citing bibliographic references in footnotes.
vii. Other similar activities.

Policy

The University of Ibadan shall carry out a plagiarism check on submitted works (such as projects, dissertations, thesis, reports, manuals, books, journal articles, proceedings). The University shall further subscribe to plagiarism checker software that will be available to all stakeholders and shall adopt standard benchmark for any publication submitted.

Objectives

i. To promote ethical publications, scholarship and research.
ii. To reduce disciplinary cases related to plagiarism and cheating.
iii. To encourage acknowledgement of information sources.

Strategies

i. Train stakeholders on use of plagiarism software.
ii. Maintain University access to the plagiarism software e.g. Turnitin.
iii. Allow multi-user access to the plagiarism software.
iv. Allow access to the plagiarism software based on authentication and authorization e.g. username based on ITeMS record.

SECTION 11

PARTNERSHIPS

Partnerships between the University and the private sector through the Directorate have tremendous potential for the qualitative delivery of IT infrastructure projects, innovation, skills acquisition, and outreach of University services to staff and students. Recognizing the Private sector as the main engine of economic growth, the Directorate is keen to foster a conducive environment for the functioning of viable, impactful and sustainable Public Private Partnership (PPP) initiatives.

Policy

The Directorate shall take full advantage of the enormous potentials inherent in public-private-partnership in IT and media development.

Objectives

i. To increase IT and media related partnerships for the University and its development.
ii. To ensure that partnership and collaborations are impactful, sustainable and beneficial to both University and private sector participants, and the end beneficiaries.

Strategies

i. Explore partnership opportunities with the private sector.
ii. Ensure a clear framework of intellectual property protection and other terms of engagement with the private sector.
iii. Ensure that all PPP projects are subjected to viability and sustainability assessments.

SECTION 12

WEB

A website is a collection of hyperlinked web pages containing various information about a place, thing or person.

12.1 Web Content Authorship

The official website of the University is located at http://www.ui.edu.ng.

Policy

Authorship of the content of the University website shall be from all stakeholders in the University, administered by ITeMS. The university shall not be held responsible for contents generated by stakeholders made available on its website.

Objectives

i. To promote University of Ibadan online.
ii. To allow stakeholders generate content for online consumption.

Strategies

i. Create the framework for managing websites contents of units in the University.
ii. Allow stakeholders to edit, change and modify contents of their webpages.
iii. Provide website management training for stakeholders.

12.2 Web Portal

A web portal is one specially-designed Web page which brings information together from diverse sources in a uniform way. It provides a way for organizations to have a consistent look and feel with access control and procedures for multiple applications and databases.

Policy

The University of Ibadan shall develop and own its portal which shall offer services and functions as derived fit by the University

and data generated by the portal shall be in the custody of ITeMS.

Objectives

i. To ensure that services are offered to online users.
ii. To ensure that user privacy is maintained.

Strategies

i. ITeMS shall determine appropriate hosting solution.
ii. Services will be grouped into categories e.g. student, staff, alumni, guests on the portal.
iii. Mobile device compatibility will be taken into consideration during design.

12.3 Social Media

Social media are computer-mediated tools that allow people to create, share or exchange text, information, ideas, and pictures and videos in virtual communities and networks. Examples of social media tools and platform include Facebook, Twitter, Instagram, Google and Pinterest.

Policy

The university shall have presence on relevant social media tools and platform which shall be regulated and maintained by ITeMS. The university's social media presence shall not be used for personal gains or activities.

Objectives

i. To reinforce the university's voice and brand.
ii. To build University of Ibadan's reputation as a world class Institution through online presence.
iii. To ensure that all relevant and appropriate communication channels are used for information dissemination.

Strategies

i. Have a social media plan/platform with criteria for accepting request.
ii. Ensure a fail-safe in the administration of the platform.

SECTION 13

DISASTER MANAGEMENT

It entails disaster recovery planning, preparedness, management and mitigation of IT systems and media services at University of Ibadan. The process involves the creation of a framework for the management, development, and implementation and maintenance of a disaster recovery program for the systems and services managed by ITeMS.

Policy

ITeMS shall be responsible for the recovery of information technology systems and media systems, under its control, in the case of a disaster and put in place disaster management plan for all kinds of envisaged disasters for which the University shall be responsible for its funding.

Objective

To provide a systematic approach for recovering the vital technology and data managed by the Information Technologies and Media Services Directorate.

Strategies

i. Have a disaster management plan.
ii. Do maintenance of equipment and software as scheduled.
iii. Appoint a Disaster Recovery Manager who will Perform disaster analyses and prevent future occurrence.
iv. Continuously train staff on best practices.

SECTION 14

ENFORCEMENT AND SANCTIONS

Enforcement and sanctions are necessary guide tools in any corporation and public service to ensure that the policies put in place are adhered to and if there are violations, the individual culpable are duly reprimanded to serve as deterrent to others.

Policy

ITeMS shall ensure that all alleged violations of IT and Media Policies are pursued in accordance to staff and students University disciplinary handbook.

Strategies

i. Make provision for the documentation of complaints of alleged violations in accordance with established University Grievance Procedures.
ii. Ensure the prosecution of alleged violation through Disciplinary procedure as contained in the staff and Student University disciplinary handbook.

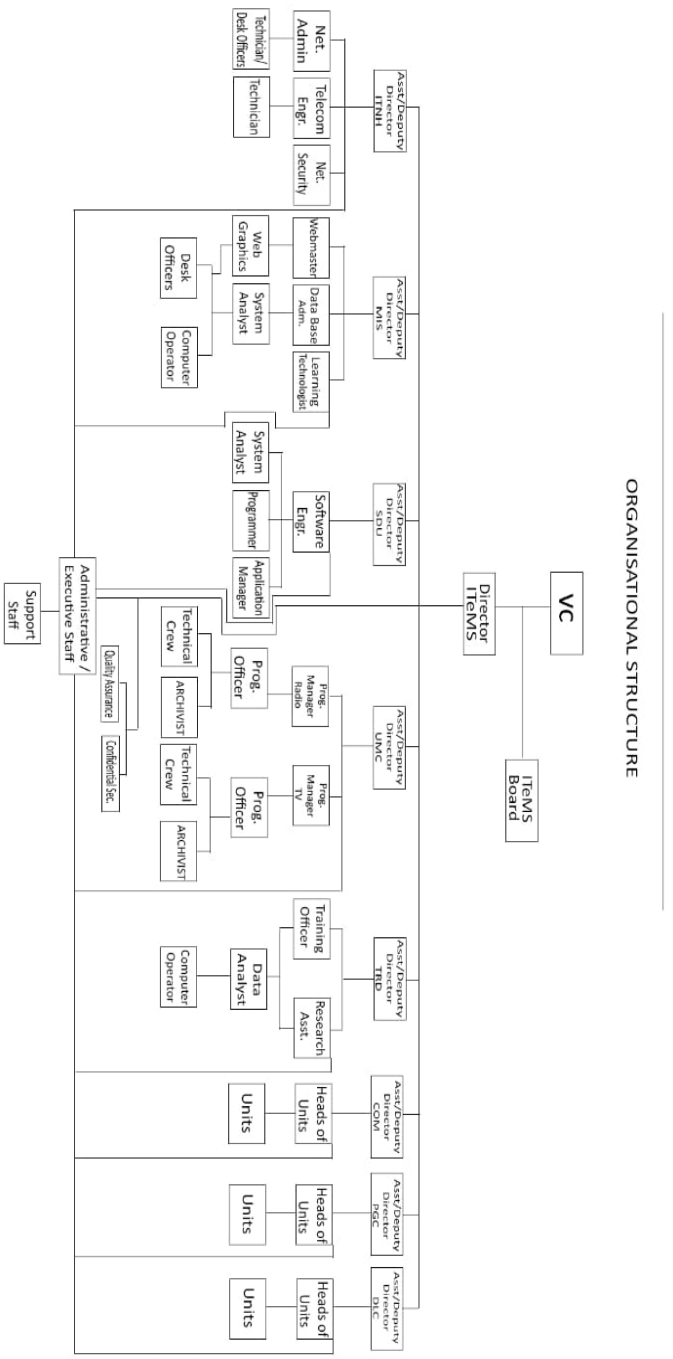
SECTION 15

RELATED POLICIES

The following policies of Nigeria and the University of Ibadan offer additional resources to issues not covered by this policy

- Ethics Policy, 2013. University of Ibadan Ethics Committee. ISBN:9789789119011. Printed by ATR Bookworks.
- Policy on Authorship of Scholarly Publications, 2013. University of Ibadan. ISBN: 9789788456049. Printed by Ibadan University Printery.
- Nigeria Broadcasting Code, 2012. National Broadcasting Commission. Printed by Planet Press Ltd.
- Servicom Service Charter, 2013. University of Ibadan Servicom.
- Quality Assurance Policy and Strategy, 2013. University of Ibadan. Printed by Arts most fare.
- National Information and Communication Technology (ICT) Policy, 2012. Ministry of Communication Technology.
- National Software Policy, 2011. National Software Policy Committee, National Information Technology Development Agency (NITDA).
- FG draft policy guidelines and strategic plan on the management of e-waste, 2014 National Environment Standard Regulation and Enforcement Agency (NESREA), regulations on the management of e-waste.
- The Basel Convention on Movements of Hazardous Wastes and their Disposal.
- University of Ibadan procedure on equipment disposal.
- University of Aberdeen guidelines on the Disposal of Computing and IT Equipment the University of the West Indies, Computer disposal policy and procedures SANS Institute for the Internet community, Consensus Policy Resource Community, Technology Equipment Disposal Policy.

ITMP_APPENDIX 1 -
ORGANISATIONAL STRUCTURE



ITMP_APPENDIX 2

NETWORK INFRASTRUCTURE IMPLEMENTATION

The university backbone network shall be implemented exclusively on optic fibre cable according to the network architecture.

The backbone optic fiber hubs shall be passive hubs and central to cluster of intended locations as designed, with the specific number of optic fiber.

Backbone network implementation shall conform to defined specifications.

Development of Campus Local Area Network and use of IT equipment in the Network.

Node location network shall be terminated on Managed switches (POE) for local network distributions.

Node location network shall be terminated on a Gigabit capacity router-board and Optical converter and each node shall have spares for each network equipment locally terminated.

Node/Units LAN design and project supervision shall be done in conjunction with ITNH unit of the Directorate.

New building infrastructures within the University shall be e-ready buildings (local network design shall be implemented along in its construction phase).

The ITNH unit of the Directorate shall be consulted before use/integration/replacement of any IT equipment into the local node network or expansion plans.

Damages to University properties incurred during the implementation of IT projects shall be replaced and restored to its originality by the contractor implementing the project.

Infrastructure deployment at the Central IT NOC/NMC:

Servers on which network services are implemented shall be on managed updated/extended servers with appropriate warranties.

Every Network services initiated at the NOC shall be on resilience architecture (redundancy; in-case of hardware/software failure).

Restriction access and access/ activity log record details shall be implemented in the server room for IT staff control.

ITMP_APPENDIX 3

SOFTWARE USAGE

Each user is individually responsible for reading, understanding, and adhering to all licenses, notices, and agreements in connection with software which he or she acquires, copies transmits, uses or seeks to acquire, copy, transmit, or use. Unless otherwise provided in the applicable license or contract document, any duplication of copyrighted software, except for backup and archival purposes, may be violation of federal and state law.

Master copies may not be used for ordinary ongoing activities, but must be reserved for recovery from computer virus infections, hard disk crashes, and other computer problems which render the original or installed copy unattainable or unusable.

The production and use of back-up copies of software must comply with the applicable license agreement.

No faculty, staff, or student may install software unless an appropriate license for that software has been obtained.

No User may sell, rent, sublicense, lend, transit, give, or otherwise convey or make available software or an interest therein to any unauthorized individual or entity.

No User shall decompile, disassemble, or reverse-engineer any software except in those rare circumstances in which the university's IT contracts administrator and all applicable software licenses and agreements expressly permit it.

Notwithstanding, any privacy which might otherwise exist or apply, (i) The University of Ibadan and its agents shall have the right to audit all resources to ascertain compliance with the software policy and (ii) The University of Ibadan may permit the software licensors and their agents to audit some or all Resources to ascertain compliance with license, purchase, or other applicable agreements.

Any user who suspects an incident of noncompliance with the software policy by another user shall promptly notify ITeMS.

This policy applies to all software acquired by or on behalf of University of Ibadan (wherever used) and all software (however acquired) used on the University of Ibadan network.

ITMP_APPENDIX 4

COMPUTER SOFTWARE PURCHASE

ITeMS shall:

Serve as a focal point for University-wide software licensing.

Maximize the purchasing power of the university through agreements with software vendors.

Assist with the full life cycle of software agreements by coordinating license acquisition, tracking, and record management.

Coordinate license acquisition, tracking, and records management.

Evaluate software site-licensing and volume procurement options that meet specified criteria.

Provide a full service approach to software acquisitions, simplifying the process for faculty.

Negotiate SLAs for software and hardware equipment.

ITeMS will provide legally acquired software to meet legitimate software needs in timely fashion and in sufficient in quantities.

ITeMS will comply with all license or purchase terms, regulating the use of any software the university acquire or use.

Heads of units/faculties/departments are responsible for ensuring that all software use within the units/faculties/departments stored on computers for which the institution is responsible has been properly obtained and is being used within the terms of the software license. The following paragraphs recommend the steps which need to be taken to ensure that any reasonable legal challenge can be met.

ITeMS will enforce strong internal controls to prevent the making or usage of unauthorized copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

ITMP_APPENDIX 5

DISASTER MANAGEMENT

Principles

Disaster Recovery planning is a program that has a continuous lifecycle. Detailed requirements for each of these steps are below. The high-level process for DR Lifecycle is as follows:

Governance

All ITS-managed systems must comply with WCMC disaster recovery policies and requirements.

The IT Disaster Recovery Manager is responsible for IT DR program coordination and project management: including reporting status of IT DR planning, testing, and auditing activity to ITS senior management on a regular basis; at least twice per year.

ITS senior management is responsible for ensuring sufficient financial, personnel and other resources are available as needed.

The DR Manager will review and update the DR Policy as necessary at least every other year. All modifications must be approved by ITS senior management.

Program Development

The ITS Disaster Recovery Program (DRP) addresses the protection and recovery of WCMC IT services so that critical operations and services are recovered in a timeframe that ensures the survivability of WCMC and is commensurate with customer obligations, business necessities, industry practces, and regulatory requirements.

Plans must be developed, tested, and maintained to support the objectives of the Program, and those plans should include relevant IT infrastructure, computer systems, network elements, and applications. At minimum, annual updating is required.

The Disaster Recovery Manager is responsible for conducting Business Impact Analyses (BIA) to identify the critical business processes, determine standard recovery timeframes, and establish the criticality ratings for each; at least every other year.

The Disaster Recovery Manager is responsible for conducting Capability Analyses (CA) to determine ITS's capacity to recover critical IT services that support defined critical business processes and recovery objectives; at least every other year.

The Disaster Recovery Manager is responsible for maintaining the Recovery Tier Chart, which defines the Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) of all ITS-managed systems. The Service managers are required to prioritize their IT processes and associated assets based upon the potential detrimental impacts to the defined critical business processes.

ITS is required to create disaster recovery plans for the IT portion - including services, systems, and assets - of critical business processes. These IT services, systems, and assets must be inventoried and correlated according to the technical service catalog, prioritized based upon results of the Business Impact Analysis, and ranked according to their Recovery Time Objectives and Recovery Point Objectives.

A Risk Assessment must be conducted at least every other year to determine threats to disaster recovery and their likelihood of impacting the IT infrastructure.

For each risk or vulnerability identified in the Capability Review and Risk Assessment, a mitigation or preventive solution must be identified.

The IT DR program must include a change management and quality assurance process.

The Program Development statements above will be progressively fulfilled via Disaster Recovery Manager, Departmental and/or other resources.

iii. Emergency Management

The IT Disaster Recovery Team/Manager is responsible for overseeing IT DR activities in the event of an emergency -i.e., an unplanned outage where Recovery Time Objectives (RTO) is in jeopardy.

The IT Disaster Recovery Manager should be part of the ITS representation within the institution's Emergency Management Team.

Each IT division must develop and maintain a documented emergency plan including notification procedures.

Each IT division shall account for its associates when a building evacuation is ordered. Supervisory personnel are responsible to account for the associates they supervise.

The IT Disaster Recovery Team/Manager is required to complete a post-mortem report documenting outages and recovery responses within 45 days after the occurrence of a disaster recovery event.

Budgeting

IT DR budgeting must be informed annually by requirements gathered in the BIA and CA as well as the ITS budgeting process.

IT Managers are responsible for tracking and reporting on planned and unplanned outage spending related to the recovery and restoration effort. During an outage, IT Managers may incur special recovery and restoration costs that are unbudgeted. For a small outage, these costs would be immaterial; but for a longer outage, these costs could be significant.

Plan Objective

IT DR plans must provide information on Business Impact Analysis, Data Backup, Recovery, Business Resumption, Administration, Organization Responsibilities, Emergency Response & Operations, Training and Awareness and Testing.

Plans must contain Recovery Point Objectives (RPO) and Recovery Time Objectives (RTO).

Technological solutions for data availability, data protection, and application recovery must be considered by data gathered by the BIA and CA.

Vital Records

ITS must maintain a single, comprehensive electronic inventory of all servers, network equipment, relevant configuration, and model information, and the applications they support.

This inventory should be aligned with the service catalog and the technical service catalog.

All Backup data must be labeled and logged, and are available for use during an emergency within stated recovery time objectives. A documented decision making process will be used to determine what subset of backup data will be additionally encrypted, and stored off-site in a secured location outside of the geographical area of the system they are backing up.

DR plans must be stored in a single, comprehensive database.

DR plans owners need to be able to access a copy of emergency and recovery plan(s) independent of ITS services and/or network.

Upon completion or update, DR plans must be sent to the Disaster Recovery Manager and ITS Change Manager for review.

Plan information must be reviewed and updated as warranted by business and/or information systems environment changes, at least annually.

Plan Attributes

Plans must address an outage that could potentially last for a period of six weeks.

Plans must identify risk exposure and either accept the risk or propose mitigation solution(s).

Backup strategies must comply with predefined businesses continuity requirements, including defined recovery time and point objectives. Backup strategies must be reviewed at least every other year.

Recovery strategies must meet recovery objectives defined in the DR tier chart.

Approved recovery strategies must be tested to ensure they meet required recovery time and recovery point objectives.

Recovery strategies must be implemented within a previously agreed period of time, generally not more than 180 days after management approval.

The ITS Disaster Recovery Manager is required to provide DR training and awareness activities at least twice a year.

Maintenance

Plans must contain current and accurate information.

Planning must be integrated into all phases of the IT system life cycle.

IT DR tests that demonstrate recoverability commensurate with documented IT DR plans must be conducted regularly; as well as when warranted by changes in the business and/or information systems environment.

Backup media supporting critical business processes must be tested semi-annually. Reviews are required within 60 days after a test to correct exposed deficiencies.

Plan revisions must be completed within 90 days after a DR test is completed.

The following maintenance activities must be conducted annually:

i. Updating the documented DR plan.

ii. Reviewing the DR objectives and strategy.

iii. Updating the internal and external contacts lists.

iv. Conducting a simulation/desktop exercise.

v. Conducting a telecommunication exercise.

vi. Conducting an application recovery test.

vii. Verifying the alternate site technology.

viii. Verifying the hardware platform requirements.

ix. Submitting the DR Status and Recoverability Report.

IT managers are responsible for briefing staff on their roles and responsibilities related to DR planning, including developing, updating, and testing plans.

ITMP_APPENDIX 6

E-LEARNING/ONLINE LEARNING POLICY - UNIVERSITY OF IBADAN

1. Introduction-

   This policy is to provide the following:

   a. the structure for eLearning implementation at the University of Ibadan.
   b. rules, regulations and guidelines that the university of Ibadan would follow in implementing eLearning for the University.

   1.1 eLearning strategy Vision of the University of Ibadan.

   Provision and implementation of world class eLearning activities/experiences and eAssessments to enable the achievement of the University's vision.

   1.2 eLearning strategy Mission of the University of Ibadan.

   1.2.1. To expand the frontiers of learning through provision of research driven and excellent eLearning activities/experiences and eAssessments with proven quality.

   1.2.2 To equip the graduates with 21st century eCompetency skills and attitudes.

   1.2.3 To contribute to the transformation of educational delivery through viable and quality driven alternatives, such as eLearning synchronous as well as asynchronous experiences.

   1.3 eLearning strategy objectives of the University of Ibadan.

   1.3.1 To promote the use of eLearning where appropriate to support achievement of University goals

   1.3.2 To provide learner-centred experiences that are flexible, responsive, effective and meet the needs of all its learners and partners.

1.3.3 To foster the use of eLearning to innovate both learning and its delivery.

1.3. 4 To make effective and efficient use of all resources whilst maintaining the quality standards the University is committed to.

1.3.5 To promote the use of new delivery mechanisms, including networked workplace and eLearning, to the benefit of a wider range of students both on and off campus.

1.3.6 To explore and develop more flexible learning, assessment, awards and recognitions of success that meets the demands of new and wide variety of learners.

1.3.7 To ensure that as far as possible, resources for both lecturers and learners, including eLearning course content, University eResources, and those provided from external sources are easily accessed from point of need.

1.3.8 To ensure the potential of eLearning to innovate education and meet the needs of an increasingly diverse range of potential learners is realized.

1.4 Rationale for adopting eLearning strategy.

1.4.1 Affordances for self-learning and self-paced learning for students.

1.4.2 Availability and abundance of links to resources online which students can easily access.

1.4.3 Support activities and materials for students that would extend and expand their learning would be provided.

1.4.4 Ease of conducting assessment.

1.4.5 eCompetency skills of students would be built

1.4.6 University/ lecturers becoming more visible globally, and meeting global standards for teaching and learning.

1.4.7 Enhances internalisation agenda.

1.4.8 Flexible mode of learning with little or no disruption.

2. Definition of terms

2.1 eLearning- a method/strategy of delivering education to students (knowledge, skills, competencies and attitudes) using the internet, whether partially or fully. It would include provision of content in visual, aural or written forms, in addition to learning activities/experiences that engage the learners, help them to collaborate and enhance other 21st century skills. It shall be characterized by what has been referred to as the FACE of Learning© (Aremu 2018/2020) viz:

a) **F**it for purpose- resources and learning experiences/ activities matching the well stated objectives

b) **A**uthentic learning- learning activities/ experiences related to real life events and real world use.

c) **C**ollaboration- learning experiences must including teamwork where collaborative learning, collaborative problem solving and collaborative creativity skills would be developed, and

d) **E**ngagement- learning experiences/activities that go beyond mere regurgitation of facts and presentation of information to levels characterized by application, synthesis and creativity.

2.2 Blended learning mode- A mode of learning where some learning activities/learning experiences are carried out online, while other parts are face-to-face depending on the goals of the course and competencies to be acquired by the students.

2.3 Online learning- Same as eLearning. In this document, used interchangeably.

2.4 Flipped Learning mode - A mode of learning where students engage with content ahead of the formal classes and during class time, apply the content learnt to assignments, problem solving activities.

2.5 eAssessment - formative or summative assessment taken online.

2.6 Emergency Remote teaching and learning- "is a temporary shift of instructional delivery to an alternate delivery mode due to crisis circumstances. It involves

the use of fully remote teaching solutions for instruction or education that would otherwise be delivered face-to-face or as blended or hybrid courses and that will return to that format once the crisis or emergency has abated." (from Erasmus paper: https://er.educause.edu/articles/2020/3/the-difference-between-emergency-remote-teaching-and-online-learning)

2.7 Instructional designers- These are experts in learning sciences, technologies and pedagogies that would assist lecturers in the design and development of their courses on the University LMS. Mostly certified Educational technologists with a PG degree in Instructional technology, educational technology, Learning systems design or emerging related fields.

2.8 LMS- Learning Management System- A software application for the administration, documentation, tracking, reporting, and delivery of educational courses, training programs, or learning and development programs. (*Ellis, Ryann K. 200*), Field Guide to Learning Management,

https://web.archive.org/web/20140824102458/http://www.astd.org/~/media/Files/Publications/LMS_fieldguide_20091 retrieved June 2, 2020).

The University of Ibadan would adapt the MOODLE LMS or any other as may be deemed appropriate.

2.9 ICT-Supported learning- this would comprise the teaching and learning activities that are delivered in the classroom (face-to-face) with the aid of technology tools and facilities. This **may not** be termed as eLearning.

2.10 eCoaches- this would be the designation of lecturers that have been certified by the eLearning Committee (eLC) of the University as qualified to train other lecturers (with the support of instructional designers) on the design and development of their courses on the University LMS and the use of eContent authoring tools. A lead eCoach would be appointed and in charge of the capacity building for lecturers. There would be three tiers of eCoaches- 1) University level eCoaches,

2) Faculty level eCoaches 3) Departmental level eCoaches

2.11 Information Technology (IT) experts - these are staff of the ITeMS who would be trained in deploying the technical features of MOODLE and other ICT tools to support the design and development of courses on the platform.

3. Policy Statements

The University shall adopt and enforce the **e-learning strategy for education delivery, in a blended mode format** through the creation of an eLearning Committee (eLC)of the University.

3.1 Policy on Administration and Management of eLearning in the University of Ibadan

3.1.1 The Deputy Vice Chancellor Academic or his appointee, would coordinate the activities of eLC

3.1.2 The eLC shall comprise of Director ITeMS, Director CETL, Dean of the Faculty of Education statutorily and other experts in eLearning pedagogy, online facilitation, online technology tools, Instructional design, eLearning quality assurance and eLearning assessment and evaluation.

3.1.3 The eLC shall perform the following functions

a. Implement the *5- year University of Ibadan strategic plan for eLearning* (Appendix 1) and subsequent ones.

b. Ensure the integration of activities of eLC into the CETL, after the initial period of the 5-year strategic plan implementation, such that the Centre handles all training needs with respect to face to face learning and eLearning of the University. Sub-units under the CETL would be responsible for face-to face learning and eLearning.

c. Create awareness on both the eLearning policy and strategic plan across the University

d. Oversee the implementation of eLearning through Faculty based eLearning committees

and Instructional designers allocated to each faculty.

e. Oversee eLearning activities, management of the LMS and make recommendations.
f. Create guiding principles and templates/rubrics for design and development of eLearning (on the University LMS) and evaluating the quality of eLearning provided on the University LMS
g. Conduct periodic review, quality assurance and evaluation of courses of eLearning provided by lecturers on the LMS and provide report of same to the Vice Chancellor and as requested by the Appointments and Promotions committee of the University. This may be carried out in addition to internal experts, through the engagement of experts in eLearning evaluation.
h. Foster relationships/partnerships with MOODLE international and accredited agencies who deliver MOODLE Education programs as a way to be abreast of new developments on MOODLE, trained on such and get support for the maximization of MOODLE for the University.
i. Seek external funding to support eLearning activities such as capacity building (onsite, remote and offshore), internet access, purchase of eLearning devices for staff and students, eLearning infrastructure etc.
j. Proffer means to generate revenue through eLearning consultancy for training and educational organisations.

3.1.4 The technology fee paid by students would include eLearning facilitation fee.

An annual revenue allocation for eLearning to be managed by eLC based on plan and budgeting would be provided. This fund would be managed by the eLC for the maintenance of eLearning facilities/ internet access (for students) by ITeMS and capacity building of lecturers / evaluation of

LMS activities of staff by CETL and Faculty of Education.

3.1.5 The organogram that shows the line of authority and relationship between the various units involved in the management and administration is provided in the appendix 2.

3.2 Policy on Infrastructure

3.2.1 For the effective implementation of the eLearning in the University of Ibadan, facilities and infrastructure as detailed in the 5- year University of Ibadan strategic plan for eLearning shall be provided by the University.

3.2.2 In addition, over a specified period of time (as stipulated in the strategic plan and subsequent ones), eLearning centres shall be provided in each faculty, with complete internet access, and not less that 150 computers networked to the University LMS.

3.2.3 ITeMS shall oversee the eLearning centres and provide technical assistance and support in maintenance and use of the facilities.

3.3 Policy on Staff related matters

3.3a Policy on Staff empowerment

3.3.1 An immediate audit of eLearning skills and e-Readiness of lecturers and of the relevant University stakeholders would be conducted. Subsequently, every three (3) years such an audit would be carried out by the CETL and Faculty of Education working under the directive of the eLC or the eLearning sub-unit of CETL when fully set up.

3.3.2 The Audit would inform the capacity building programmes to be initiated by eLC and implemented by CETL, Faculty of Education and ITeMS. These would be incorporated into the yearly timelines, schedule of activities and budget to be prepared by the relevant subcommittee of the eLC.

3.3.3 There shall be periodic capacity building programs as recommended by eLC. This would

be carried out through the engagement of the designated eCoaches in the University.

3.3.4 Train the trainer approaches would be used for Capacity building of lecturers for eLearning design, development, facilitation and assessment. This would be through proven Coaching strategies, where coachees (to be trained) are assigned to coaches (trainers) for a specified period of time. Workshops of the "show and tell" variation would be a major part of the capacity development program for lecturers. This shall be periodically carried out as specified through the coaching guides during coaching and after the period of coaching.

3.3.5 A lead eCoach would be appointed and in charge of the capacity building programs for lecturers. The Lead eCoach would be a mandatory member of the eLC.

3.3.6 Coaching guides, Coaching rubrics and coaching report templates would be developed by CETL and Faculty of Education to guide the coaching processes.

3.3.7 Mandatory capacity building hands- on training would be carried out on

a) online course design
b) online facilitation
c) Online assessment
d) Intellectual property, Creative Commons licenses, OERs and copyright issues
e) Quality and Evaluation of eLearning

3.3.8. eCoaches, IT experts and Instructional designers would be sponsored for relevant trainings and conferences (onsite, remote and offshore) to enhance their skills. This would be at least once or twice within each period of implementing the *5- year University of Ibadan strategic plan for eLearning*.

3.3.9 New staff engagement procedures shall subsequently (as determined by Senate and

management on the recommendation of eLC), include experience and evidence of eLearning skills as one of the criteria to be considered for employment

3.3.10 New staff would undergo mentorship/coaching to design and develop their courses on the University LMS platform within the first 6months of their engagement. CETL would assign them to eCoaches during their orientation program. Evidence of development and deployment of course on the LMS and student engagement to the extent decided by the Appointments and Promotions committee (on the recommendation of cLC), would be part of the criteria for confirmation of appointments of such staff.

3.3.11 To ensure that confirmed staff (not new to the system) design and develop their courses on the LMS, the recommendations of the 5- year University of Ibadan strategic plan for eLearning,on time lines and activities would be followed. Rewards and sanctions as enumerated in the document would apply.

3.3b Policy on deployment of eLearning experiences/activities by Lecturers

3.3.12 According to the *5- year University of Ibadan strategic plan for eLearning*, all course templates would be available by the end of the first year, therefore, access would be given to the students for the courses that they register for.

3.3.13 Students would be able to access information about the lecturer/s and the course as well as carry out introductory activities as specified on the course page.

3.3.14 According to the *5- year University of Ibadan strategic plan for eLearning*, by the end of 3 years, content would have been authored and activities developed for the content to promote knowledge, skills and values as stipulated by the learning objectives/outcomes of each course. At the beginning of the fourth year, lecturers are

expected to "deploy online" at least 25-30% of their coursework. This would be determined by the number of modules designed. (for example, If there are 10 modules, then approximately 3 modules must be “deployed online”). A Module would be a topic or sub-topic in the curriculum.

3.3.14. “Deployed online” shall include but not limited to students learning activities/ experiences that engage the students in using MOODLE based tools such as chat, choice, lesson, quiz, survey, glossary, journals, forums, workshop or an imported learning activity (using online tools such as Padlet, Raptivity etc). This would **not** include tests or activities that would be used as the continuous assessment of the students as stipulated by the University Continuous assessment policy.

3.3c Policy on eAssessment implementation by Lecturers*

3.3.15 During the first year of implementation, it is expected that continuous assessment(CA) shall be carried out online by all lecturers.

3.3.16 Lecturers shall, using appropriate MOODLE tools, design the continuous assessment/s and give an online announcement and notice for the test/s based on the University’s calendar.

3.3.17 The students would be expected to participate in the CA in the manner they do so in the face-to-face format.

3.3.18 Lecturers would mark online and upload the scores directly into the RMS.

3.4 Policy on Student Engagement

3.4.1 An immediate audit of eLearning skills and e-Readiness of students would be conducted. Subsequently, every five (5) years such an audit would be carried out by the CETL and ITeMS working under the directive of the eLC.

3.4.2 Students’ competencies to be able to engage in eLearning would be enhanced through online short courses made available free to all students. Certificate of completion would be issued. The

relevant ITeMS unit would be responsible for these courses. Short courses would include

a) introduction to MOODLE- how to navigate on MOODLE
b) MOODLE features for assessment/ Submitting tasks on MOODLE
c) effective online collaboration
d) Copyrights and Creative Commons.

The courses shall be flexible, that is made available throughout the school year and break periods.

3.4.3 Specifications of compatible mobile/electronic devices shall be provided to the students by the ITeMS. Students shall be assisted to purchase such mobile learning devices. Subsequently, a mobile device would be mandatory for all students seeking admission into the University of Ibadan.

3.4.4 An online support centre/help desk where students can lodge complaints on the LMS engagement would be created by ITeMS. This would be available 24/7 for student's problem solving and manned by the IT experts of ITeMS trained on MOODLE. Frequently Asked Questions (FAQs) would be a major part of this support service. This would become part of the responsibilities of the Faculty eLearning centres, manned by Instructional Technologists when fully functional.

3.4.5 A physical helpdesk where students can lodge complaints and solve technical problems with their eLearning devices would be created. The services would be available during official working hours and provided by the IT experts. Services would be available to only students who have devices that meet the specifications as stipulated by ITeMS. (see 3.4.3). Services may take off with new students who have been advised on the specifications of the devices that are most compatible for eLearning in the

University of Ibadan. This would become part of the responsibilities of the Faculty eLearning centres, manned by Instructional Technologists when fully functional.

3.4.6. Students are expected to complete the scheduled learning activities/tasks on the 25-30% of their course content, as well as their CA on the MOODLE platform. Attendance directives, as stipulated by lecturers on their course page must be adhered to. Sanctions as stipulated would be applied, if contravened.

3.5 Policy on the *5- year University of Ibadan strategic plan for eLearning*

3.5.1 The plan would be implemented by the eLC, within the specified years. (See Appendix 1)

3.5.2 A Subcommittee of eLC shall be mandated to prepare and defend the timeline and activity schedule for each year, along with the budget. Necessary approvals would be sought by the eLC.

3.5.2 The expectation from the plan is that by the end of the first year of implementation, all lecturers would have their course profile on the LMS and would have been trained in using the assessment features of the LMS as well as carried out at least one Continuous assessment test online. By the end of 5years, e-content would have been developed on all the University courses and blended learning operational (with 25-30% of course deployed online).

3.6 Policy on Quality of eLearning design, development and delivery

3.6.1 From the design stage, the quality of courses to be deployed on LMS would be ensured through the capacity building of eCoaches and provision of standard quality evaluation rubrics for the eCoaches as one of the coaching tools.

3.6.2 Coaches would be trained by international Quality experts onsite or out of campus to handle quality assurance issues. These experts would be sourced for by the eLC.

3.6.3 In-house, on-site Quality evaluation would be done periodically (beginning of every third year) and as determined by eLC for all courses and coordinated by a sub-committee of eLC. The subcommittee would source for experts to carry out these functions. A report would be made available to the eLC after every period of evaluation.

3.6.4 Remote Quality evaluation would be done periodically (at inception and beginning of every 5th year) and as determined by eLC, by an internationally accredited eLearning organisation/agency. Report of such evaluation would be made available for consideration at the different University levels.

3.7 Policy on Intellectual property and Copyright Issues

3.7.1 Each course as designed and developed is the Intellectual property (IP) of the lecturer/s that developed it, the University holds the IP on the LMS.

3.7.2 During capacity building programs, there would be sessions on IP, OER and copyright issues to train lecturers on how to reference resources used online and the use of Creative Commons licenses.

3.7.3 Each course lecturer is required to ensure compliance to copyrights on all resources used in their courses (graphics, videos, audios, written documents etc).

3.7.4 Appropriate referencing of the resources based on UI manual of style as well as relevant referencing styles for non-written information should be adhered to. This would be the responsibility of every lecturer and liabilities are borne by them.

3.7.5 Plagiarism, what constitutes plagiarism and punishment for plagiarism in UI as stipulated by the relevant UI code of conduct is adopted for the elearning policy.

3.8 Policy on Security issues

3.8.1 All issues of security and safety of online resources are the responsibilities of the ITeMS unit. All measures to be taken as stipulated in the University IT policy for security would apply for the eLearning strategy.

3.8.2 Cybersecurity protocols would be circulated by ITeMS and non-compliance punished based on University of Ibadan guidelines on such

3.8.3 Online bullying and harassment would be treated the same way the physical compliment is treated in the University. When investigated and confirmed, it shall be punished based on University of Ibadan guidelines on such

3.9 Policy on Incentives/Reward system

Without a proper reward system, it would be very difficult to accomplish all the aforementioned.

Completion of course template on LMS

3.9.1 Every lecturer who successfully completes the **course template** and is evaluated by the eLC subcommittee or selected consultants, based on the evaluation template already designed, tested and circulated (which would include welcome video and Padlet and other ICT based activities as thought necessary), would receive an honorarium equivalent to 10GB data (approximately 120 hours of browsing). Any other incentive as decided by the eLC would also apply as an alternative. The payment would be per course. This is irrespective of subscription to the University Internet service.

Completion of course design on LMS

3.9.2 Every lecturer who successfully completes the **course design** and has been evaluated by the eLC subcommittee or selected consultants, based on the evaluation template already designed, tested and circulated (which would include learning experiences and activities based on stated objectives), would receive an honorarium

equivalent to what is received for facilitation of a 2hour workshop in the University of Ibadan.

3.9.3 If two or more lecturers facilitate a course, each shall receive the same amount of honorarium as stated in 3.9.2. after evidence has been shown of the contributions of each facilitator in the design. The payment would be per lecturer

Use of MOODLE Assessment tools for CA.

3.9.4 Every Lecturer who develops assessment activities that cover 50% of the course content/ objective, using at least two types of the assessment tools (objective- not less than 20 items and other types), and uploads the scores from MOODLE to the RMS platform would be entitled to an honorarium that is received for facilitation of a 2 hour workshop in the University of Ibadan.

3.9.5 The honorarium shall be received at the first instance and subsequently half of the honorarium shall be paid for the next 2years.

3.9.6 Assessments must be updated every year and there must be evidence of the update (which may include changes in items, wordings of items, arrangement of items and options, and as determined by the eLC subcommittee in charge

eCoaching

3.9.6 Each certified eCoach would be awarded a certificate of competence, and decorated with a matching pin, with the inscription- "University of Ibadan, eCoach" to be presented by the management, and a license for practice for the next 3years. The license would be renewed after every three years of successful eCoaching.

3.9.7 Each successful process of eCoaching would be rewarded. After a period of coaching (within 6months for new engaged staff as stipulated for the 3.3.10 for phase one of the coaching) and completion of the report template as well as the upload of the course on the LMS, an honorarium would be paid to the eCoach. This would be

determined by the eLC at the onset of each budget year.

3.9.8 At every show and tell hands-on event, all eCoaches would be paid an honorarium equivalent to what is received for facilitation of a 2hour workshop in the University of Ibadan.

3.9.9 eCoaches shall be entitled to attendance and sponsorship for eLearning training programs, conferences and events (onsite, remote and offshore) and for MOODLE Education where their skills would be enhanced at least once or twice within each period of implementing the *5- year University of Ibadan strategic plan for eLearning.*

Evaluation of eLearning

3.9.10 Each process of online Course Evaluation would be rewarded. After the submission of the evaluation report, a honorarium would be paid to the Assessor. This would be determined by the eLC at the onset of each budget year.

Confirmation and Promotion

3.9.11 One of the conditions for the confirmation of appointment would be a positive report commending the staff put up for confirmation. An Evaluation report must be submitted to the Appointments and Promotions Committee as at when the Departmental/Faculty report on the staff is submitted.The evaluation would be based on design of course template, design and development of eLearning experiences/ activities, eAssessment used for Continuous assessment, every semester in the period under consideration.

3.9.12 One of the conditions for the promotion would be a positive report commending the staff put up for confirmation. An Evaluation report must be submitted to the Appointments and Promotions Committee as at when the Departmental/Faculty report on the staff is submitted. The evaluation would be based on design of course template, design and development of eLearning experiences/ activities, eAssessment used for

Continuous assessment, every semester in the period under consideration.

3.9.13 Courses taught by Professors, (that are not seeking promotion or have reached the bar) would be assessed yearly and reports presented to the senate and circulated on the UI website.

Awards and Stipends for Faculties and Departments

3.9.14 Awards (cash and kind as determined by eLC in each budget year) shall be presented to Faculties and departments who successfully meet the evaluation criteria (at 80% level of competency), for all course templates, course designs and eAssessments during each session.

3.9.15 Competitions for creative use of the LMS - MOODLE would be staged amongst faculties. Submissions would be requested at a pre-determined period. Consultants would work with evaluation tools that have been tested and found reliable. Faculties and individuals would be appropriately rewarded.

Sanctions for Breach

3.9.16 Breach of not developing the course template within the stipulated period- The sanctions and punishments stipulated by the University of Ibadan, with respect to a staff shirking their allocated duties shall be adopted.

3.9.16 Breach of not developing the course eLearning activities/ experiences within the stipulated period- The sanctions and punishments stipulated by the University of Ibadan, with respect to a staff shirking their allocated duties shall be adopted.

3.9.17 Breach of not conducting eAssessment- The sanctions and punishments stipulated by the University of Ibadan, with respect to a staff shirking their allocated duties shall be adopted.

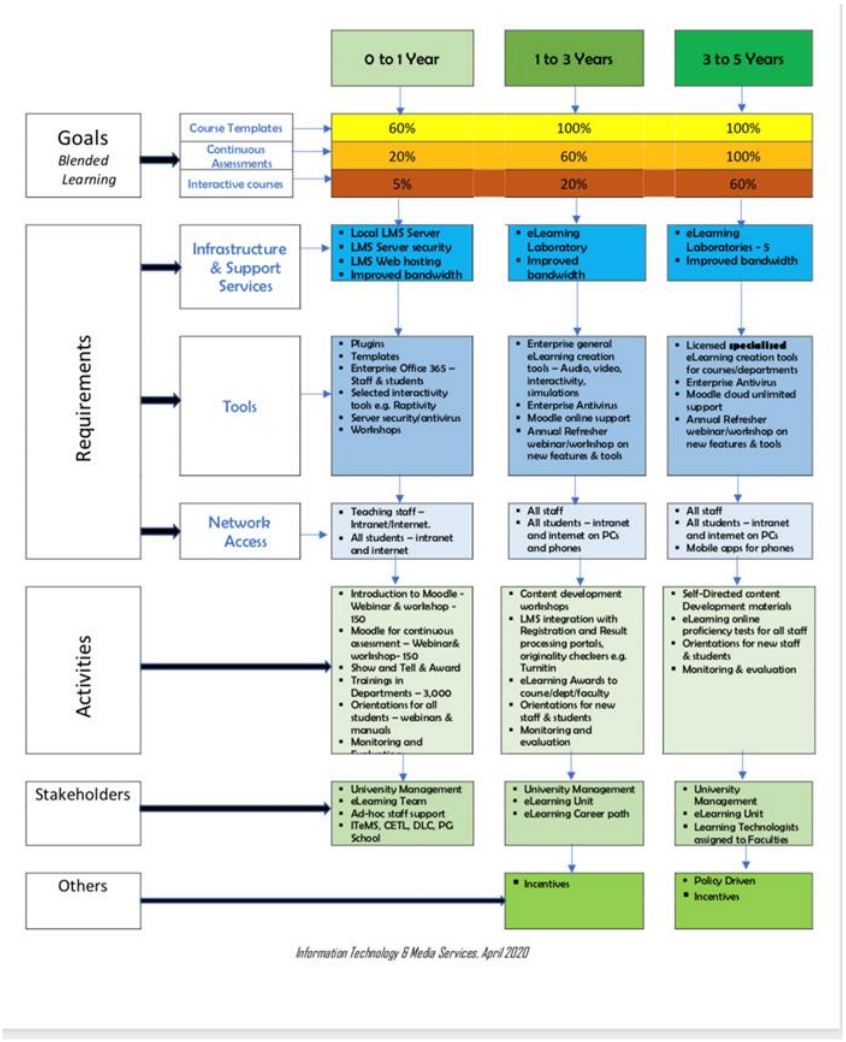
4. References

Ayotola Aremu (2019). Strategies for Gender Sensitive STEM Curriculum for Sustainable Development, Journal of Social Inclusion and Educational Advancement. Vol. 1, No 2, 55-67

Ellis, Ryann K. (2000). Field Guide to Learning Management, https://web.archive.org/web/20140824102458/http://www.astd.org/~/media/Files/Publications/LMS_fieldguide_20091 retrieved June 2, 2020

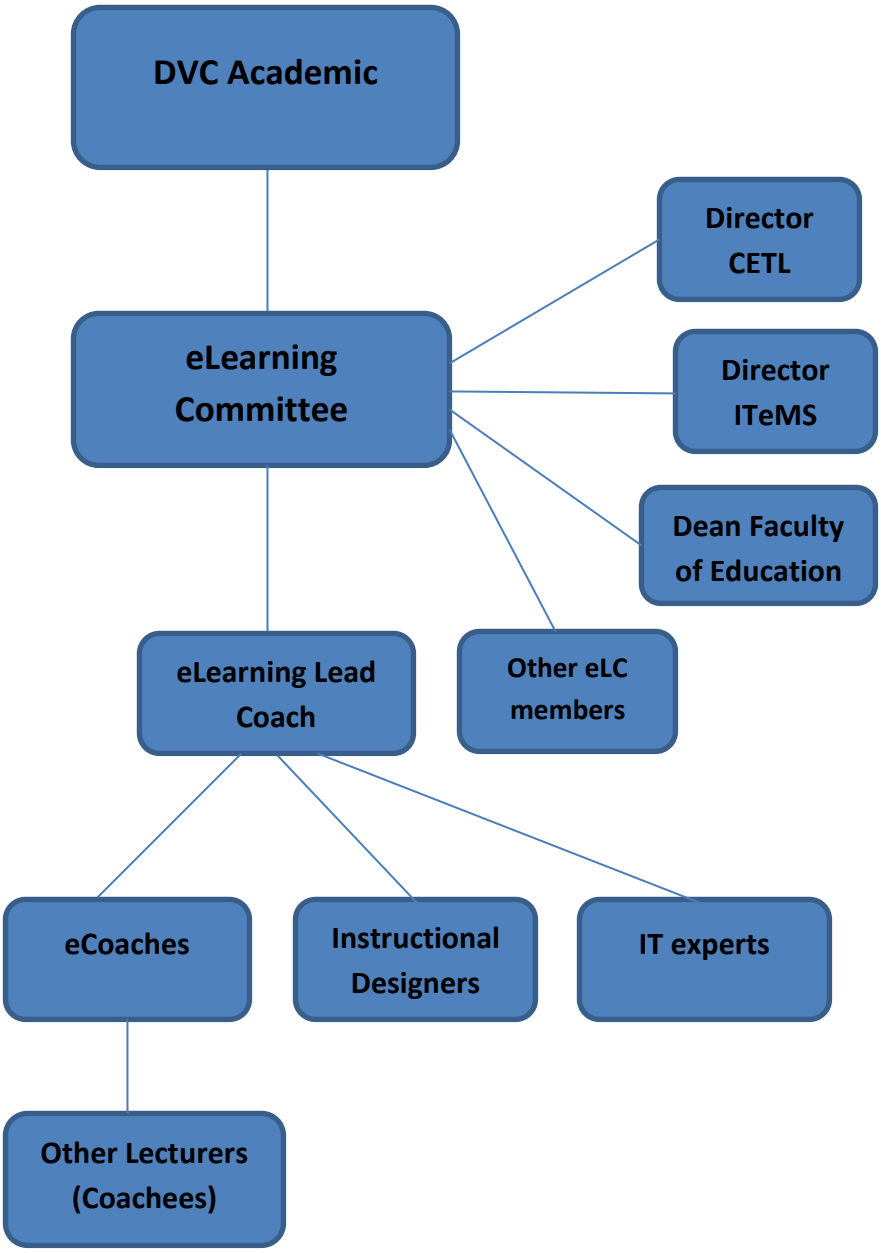
APPENDIX 1

5- YEAR UNIVERSITY OF IBADAN STRATEGIC PLAN FOR ELEARNING



APPENDIX 2

ORGANOGRAM



APPENDIX 3

* We hope the infrastructure would be available at this time to ensure access that is not disrupted during the week of the CA.
* The University can also explore the use of the DLC facilities for both multiple choice and essay type questions.
* Also the implementation of this aspect (3.3.15-3.3.18) of the policy may begin with the new set of students, who are expected to come in with their mobile/electronic learning devices.

ITMP_Appendix 7 - POLICY DEVELOPMENT CONTRIBUTORS AND COMMITEE

CONTRIBUTORS:

These contributors over the years were under the leadership of past Directors of MIS/ICT/UMC or Chairpersons of Board of ICT in the University. In this regard, the following are highly appreciated; Prof Benjamin Fagbemi, Prof. A. E Oluleye, Prof. A. Raji, Prof. Adenike Osofisan, Prof. S. O. Ogunjuyigbe, Dr. O. Osunade and Prof. F. O Ogundare. The current chairman of the Board of ITeMS Prof. W. M Olatokun, also a member of the 2017 committee played a formidable role

Worthy of mention also is Prof. F. O. Egbokhare who provided insights and support to the policy development.

The support of past Vice Chancellors, Professors A. O. Falase, O. A. Bamiro, I. F. Adewole, Professor A. I. Olayinka and Prof. A. B. Ekanola (Ag. VC) in advancing Information Technology in the University are highly appreciated. The current Vice Chancellor, Prof, K. O. Adebowale is acknowledged and appreciated for his unflinching support for Information Technology and digital media development in the university. The MacArthur Foundation, USA support for Information Technology development in the university of badan is thankfully acknowledged.

The effort of Prof. Ayotola Aremu supported by Prof. A. Odebunmi and Mrs Abiodun Alao in developing the eLearning Policy which is an appendage of this policy is duly acknowledged.

COMMITTEE:

The Adhoc Committee on ITeMS policy review was set up in 2017 with the following mandate:

1. To holistically look at the draft IT policy document
2. To bring together all existing policies on ITeMS at different stages, before the present one to form a new ITeMS Policy
3. To come up with a fresh IT policy document that will define the operations of the Directorate of ITeMS

4. To submit report to the Board by first week of January, 2017

Related documents on ICT policy within the university were consulted as part of the policy development process
The documents are:

1. Merged University of Ibadan ICT Policy - developed when Prof. A. Raji was Chairman, ICT and Director, MIS
2. Revised Unibadan IT Draft Policy-Verson1.2 - developed when Prof. Adenike Osofisan was Chairman ICT and Dr. O. Ogunjuyigbe was Director, MIS
3. Report of University Committee on ICT document to the Vice Chancellor on the formation of ITeMS (includes ICT policy)
4. Media Services Policy – developed by the Deputy Director, University Media Centre O.O Ewenla, to the current Director, for inclusion in the ITeMS policy.
5. ITeMS-draft-policy - Current draft ITeMS policy document developed when Dr. O. Osunade was Director of ITeMS

<u>Members of the Committee are:</u>

- Prof. V. O. Okoruwa – Chairman
- Prof. W. M. Olatokun
- Prof. S. B. Olaleye
- Dr. A. Abdus-Salam
- Dr. C. Diji
- Mr. R. O. Adisa
- Mrs. Abiodun A. Alao