

CoEP 3

ACCEPTABLE USE POLICY

Preamble

This policy is premised on the principle of appropriate use, effective management, and proper application of College resources and facilities for the general good of persons involved with the College. The College therefore, endeavours to provide adequate facilities/resources that enhance our core-mandate to provide effective teaching and learning. To ensure quality education, the college in its core mandate is obliged to provide adequate facilities/resources which have financial implications. Any form of actions and inactions that may cause damage to, as a result of unacceptable use of any of the College's facilities/resources must highly be frowned on.

Any person or group of persons acting on behalf of the College shall therefore respect and adhere to the Acceptable Use Policy of the College. The College takes serious exceptions to the unacceptable use of its facilities and any actions that may cause damage to college property shall result in appropriate sanctions.

2. Purpose/Objectives

The purpose of the Acceptable Use Policy is to ensure the effective management, appropriate use and proper application of college facilities/ resources as stipulated by the college.

The specific objectives of this policy include to ensure that:

- facilities/resources are sufficient to support teaching and learning in the College.
- the provision and use of facilities/resources are gender responsive.
- Available facilities/resources are disability friendly.
- there is strict adherence to instructions and regulations governing the use of facilities and resources in the College.
- facilities and resources are used for the purposes for which they were provided.
- there is proper use and care of facilities and resources by staff and students to limit damage to the barest minimum.
- there is regular maintenance of facilities and resources, as well as giving prompt attention to those damaged properties.
- there is annual audit of facilities and resources upon which the outcome would be used to inform the College's development strategic plan.

2. Scope/Application

This policy shall apply to management, staff and students of the College.

3. Policy Statement

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

- Facilities and resources in the College must be handled and used appropriately and efficiently at all times.
- Facilities and resources in the College should be effectively utilized in the College.
- Any actions or inactions that result in the misapplication of College facilities/resources should be frowned upon.

- The Vice Principal must be consulted to obtain permission for the usage of College facilities and also for proper procurement processes.
- The Vice Principal should have a proper record-keeping system for all users of college facilities/resources and provide regular reports on the state of the facilities/resources in the College.
- There is the need for the Vice Principal (authority for acceptable use) to collaborate with other Committees such as health and safety, security etc. to avoid the misapplication or loss of the College facilities and resources.
- The College, as a matter of necessity should organise regular orientation for the necessary guidance and assistance for users of facilities to do so properly.

4. Supporting Procedures

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

- There shall be periodic inspection of key facilities by Management to obtain first-hand information on the state or condition of those facilities.
- There shall be regular submission of reports on the state or conditions of the facilities by all Heads of Department to the appropriate authority.
- Structured procedures and specific instructions on the use of the College facilities and resources shall be pasted at vantage points for users to see, read and comply with.
- The limitation, side effects and other hazards associated with the use of any College facility and resource must be boldly displayed for users to be aware of and take precautions whenever necessary.

- There should be an emergency plan, to include the availability of emergency numbers like the Fire Service, National Disaster Management Organization (NADMO) and efficient first aid services in case of injuries, natural and man-made disasters.
- Sign Posts indicating directions to the facilities in the College should be provided.
- Sanctions that may be imposed by the Acceptable Use Committee in case of a deliberate manhandling, misapplication or damage of the college facilities and resources shall include, but not limited to the following:
 - Public Apology
 - Suspension/rustication
 - Expulsion
 - Penalty/fine
 - Prosecution
 - Termination of employment
 - Referral to the appropriate law enforcement body
 - Relocation of the offender to another department/unit

5. Responsibility for Implementation

- Acceptable Use Committee/Quality Assurance Unit

6. Responsibility for Monitoring and Compliance:

- Quality Assurance Unit
- Vice Principal

7. Status

- To be approved by the College Governing Council

8. Key Stakeholders:

- The College Governing Council, Academic Board, Acceptable Use Committee, Heads of Department, Heads of Committees, Staff and Students

9. Approval Body:

- The College Governing Council

10. Initiating Body:

- Acceptable Use Committee

11. Definition of Terms

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

12. Related Legislation

- The Constitution of Ghana
- Harmonised Statutes for Colleges of Education

13. Related Policy and other Documents

14. Effective Date

- January 2023

15. Review Date

- January 2025

16. Key Words

- Acceptable, Use, Acceptable Use, Facilities, Resources

17. Owner/Sponsor

- Acceptable Use Committee

18. Author

- The College Governing Council

20. Further Information

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