FEDERAL UNIVERSITY OF AGRICULTURE,
ABEOKUTA
(FUNAAB)

Information and Communications Technology **(ICT)**
Policy

D R A F T

Vision

To be a centre of excellence in knowledge generation for global development and the sustenance of an environmentally friendly society.

Abbreviation

ICT   -   Information and Communication Technology
ICTREC   -   Information and Communication Technology Resource Centre
TIMTEC   -   Time-Tables and Examinations Committee
PHCN   -   Power Holding Company of Nigeria

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1.0   Preamble

This is the Information and Communications Technology (ICT) Policy of the Federal University of Agriculture, Abeokuta. The institution of higher learning that is driven by the pursuit of knowledge for development in Teaching, Learning, Research, Extension services and Technological innovations.

1.1   The ICT policy statement and Purpose:

To maximally exploit ICT as a tool for the improvement of service delivery in order to build a great future leader and generate knowledge through research and intellectually stimulating environment for teaching, learning and community outreach towards sustainable development.

The purpose of this Policy is to ensure an information and Communications Technology infrastructure that promotes the basic missions of the University in teaching, learning, research and extensions services. In particular, this Policy aims to promote the following goals:

i.   To ensure the integrity, reliability, availability, and superior performance of ICT Systems;

ii.   To ensure that use of ICT Systems is consistent with the principles and values that govern use of other University facilities and services;

iii.   To ensure that ICT Systems are used for their intended purposes; and

iv.   To establish processes for addressing policy violations and sanctions for violators.

1.2   Scope of the Policy

This Policy applies to all Users of ICT Systems, including but not limited to University students, academic staff, and non teaching staff. It applies to the use of all ICT Systems. These include systems, networks, and facilities administered by ICTREC, as well as those administered by individual colleges, departments, University laboratories, and other University-based entities. Use of ICT Systems, even when carried out on a privately owned computer that is not managed or maintained by the Federal University of Agriculture, Abeokuta is governed by this Policy.

1.3. Statement of Policy Enforcement and Sanctions

i.   *Complaints of Alleged Violations*. An individual who believes that he or she has been harmed by an alleged violation of this Policy may file a complaint in accordance with established University Grievance Procedures (including, where relevant, those procedures for filing complaints of sexual harassment or of racial or ethnic harassment) for students, academic staff, and non-teaching staff. The individual is also encouraged to report the alleged violation to the Systems Authority overseeing the facility most directly

ii.   *Reporting Observed Violations*. If an individual has observed or otherwise is aware of a violation of this Policy, but has not been harmed by the alleged

violation, he or she may report any evidence to the Systems Authority overseeing the facility most directly involved

iii.   _Disciplinary Procedures_. Alleged violations of this Policy will be pursued in accordance with the appropriate disciplinary procedures for academic and non-teaching staff, and students, as outlined in the University Rules and Regulations Handbooks.

iv.   _Penalties_. Individuals found to have violated this Policy may be subject to penalties provided for in other University policies dealing with the underlying conduct.

v.   _Legal Liability for Unlawful Use_. In addition to University discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful use of any ICT System.

vi.   _Appeals_. Users found in violation of this Policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant disciplinary procedures.

2.0   Infrastructure Policy

This Policy document defines the Federal University of Agriculture, Abeokuta Information and Communications Technology (ICT) Policy.

The policy is applicable to both staff and student that are primary users of ICT facilities deployed within and outside Information and Communication Technology Resource Centre (ICTREC) such as:

- Network Infrastructure either cable or wireless, servers, switches and routers
- Network Administration and Internet services such as Internet Access, Wireless, www and maintenance of all servers connected to the network security Management.

2.1   Purpose

The purpose of this policy is to ensure:

i.   the efficient and effective use of the University's infrastructure;
ii.   that competing users of the infrastructure are considered; and
iii.   that issues of safety, scope, privacy, copyright and liability are identified and managed in the best interest of the Federal University of Agriculture, Abeokuta.

2.2   University ICT Infrastructure Development

2.2.1   Development plan

The ICTREC will prepare a rolling five (5) year network development plan, advising the university management on appropriate developments aimed at ensuring the adequacy of the University's ICT infrastructure in future. This plan will take account of the University's

strategic plan; usage and demand patterns; technological change; security; management and cost implications.

2.3   **Responsibilities of Users The user is responsible for:**

(a) all costs associated with the use of service(s) provided;

(b) ensuring that a secure backup is kept of all data and that a backup alternative exists in the event of failure of a piece of technology in the network; and

(c) ensuring that the use has been checked against the intended purpose prior to commencement of usage.

However, where ICT Infrastructure is being used in such a way that the content or subject matter of the use is sensitive or likely to raise questions related to inappropriate use of ICT Infrastructure, the user shall take appropriate steps to ensure that:

(a) none of their colleagues or any other staff members, students or other people are exposed to material that may cause offence; and

(b) there is no breach of any laws regarding the viewing, use or publication of materials. The University ICT takes no responsibility for any emotional or mental harm resulting from using the University's ICT Infrastructure for users' needs.

3.0   NETWORK DEVELOPMENT AND MANAGEMENT POLICY

3.1   Introduction to network policy

The information and communications Technology infrastructure at the University has evolved into a large, complex network over which the teaching, learning, research and extension services of the University are conducted. It is envisaged that the network will integrate voice, data and video, to form a unified information technology resource for the university community.

3.2   Objectives of network policy

i.   The objective of this policy is to establish a comprehensive and uniform Network Development and Management policy for the management of ICT infrastructure for the University.

ii.   FUNAAB ICT policy defines the arrangements and responsibilities for the development, installation, maintenance, and use and monitoring of the University's ICT networks to ensure that, these networks are sufficiently adequate, reliable and resilient to support continuous high levels of activity.

3.3   Scope of Network Policy

This policy applies to any person accessing or using the ICT infrastructure owned, managed, supported or operated by, or on behalf of the University. These include all University staff and students; any other organization accessing services over University ICT networks;

persons contracted to repair or maintain the University's ICT networks; and suppliers of network services.

3.4   E-WASTE MANAGEMENT POLICY

3.4.1 **Purpose**

Federal University of Agriculture, Abeokuta recognises the significant role that electronic equipment currently plays in its activities across campus and has a total commitment to the environment and sustainability in the workplace with regard to the disposal of unwanted and/or obsolete equipment. The e-waste policy will ensure Federal University of Agriculture, Abeokuta moves towards its goal of achieving sustainability across its campus and the broader community. When electronic equipment breaks or becomes obsolete, it must be properly disposed or recycled. This electronic equipment may contain heavy metals and other materials that can become hazardous to human health and the environment

3.4.2 **Scope**

All staff and students, including contractors and visitors.

3.4.3 **Policy Principles**

Electronic equipment only becomes a 'waste' upon the point where it is permanently discarded by the owner or authorised person, (i.e. Head of Department/Unit) and NOT the user. An item of equipment, once permanently discarded by the owner is classified as a waste, regardless of whether or not it is operational or non operational functional.

The disposal of e-waste materials in the university should adhere to four key principles regarding the disposal of electronic equipment:

1.   Data protection;
2.   Protection of the environment;
3.   Social responsibility; and
4.   Disposal.

3.4.3.1   **Data Protection**

For any computer equipment capable of storing information, compliance to both the Information Privacy Principles contained in the following Acts must be adhered to:

• The Privacy and Personal Information Protection Act 1998

• The Health Records and Information Policy Act 2002

3.4.3.2   **Protection of the Environment**

Wherever possible, computer equipment should be re-deployed, either in its current state or after upgrading, All e-waste equipment should be disposed of in an environmentally and socially-friendly manner. Only designated disposal points may be used for e-waste and NO

electronic equipment may be placed into either the general bins or skips located on Federal University of Agriculture, Abeokuta property.

3.4.3.3. **Social Responsibility**

The University shall make all reasonable investigations regarding the final destination of all electronic equipment which it either sells or donates.

3.4.3.4. **Disposal**

Any disposal of electronic assets shall be in accordance with the procedures specified by Board of Survey of the university. Authority for the disposal of electronic equipment must be obtained from the Head of Department/Unit that owns the equipment.

3.5 EQUIPMENT PROCUREMENT AND INSTALLATION POLICY

The rules and regulations governing procurement of goods and services for the Federal University of Agriculture, Abeokuta should be applied by the ICTREC and shall form the basis of these policy statements on procurement of goods and services.

3.5.1 **Objectives**
The objective of this policy is to inform and guide departments procuring ICT related goods and services at the University. It is important for various departments to follow the procurement policy set by the University for the Procurement of goods and services.

3.5.2 **Scope**

(a)   The responsibility for the implementation of the project, and therefore for the award and administration of contracts under the project, rests with the University. The ICTREC, shall endeavour to ensure that various departments have followed the correct procedure for procurement of ICT related goods and services.

(b)   That ICTREC shall assist the departments with preparation of technical specifications whenever need arises. The principles of economy and efficiency in the procurement of the goods and services involved shall guide the process. The importance of transparency in the procurement process is essential.

(c)   The procedures shall conform to the University's rules, regulations and obligations and ensure that projects for various departments are pursued diligently and efficiently. The procedures shall also ensure that the goods and services to be procured meet the following criteria:

  i.   are of satisfactory quality and are compatible with the balance of the project;
 ii.   shall be delivered or completed in timely fashion; and,
iii.   are priced so as not to adversely affect the economic and financial viability of the project.

3.6 ICT EQUIPMENT MAINTENANCE POLICY

The role of the ICT Maintenance Section is very significant in providing quality services to its users, by ensuring that their equipment are well maintained and repaired in good time. This

policy shall guide the maintenance personnel at the University ICT Central Facility as well as those in the Departments/Units/Colleges.

3.6.1 **Policy Objective**

This policy document outlines the rules and guidelines that ensure that users' PCs and related hardware are in serviceable order. It specifies best practices and approaches in ICT equipment maintenance

3.6.2 **Scope**

i. This policy applies to any person accessing or using the ICT infrastructure owned, managed, supported or operated by, or on behalf of, the University, including all University staff and students; and any other organization accessing University ICT services. This also includes persons contracted to repair or maintain the University's ICT equipment and suppliers of such equipment.

ii. This policy specifies the general approach that the maintenance unit shall use in providing users with the facilities; services and skills to enable them to utilize the maintenance unit productively.

iii. It describes the steps that are to be followed by the maintenance personnel in the process of providing repair support.

3.6.3 **Computer Systems and Peripherals**

3.6.3.1 **Computer Systems**

In the case of computer systems, individuals/departments that purchase the computer shall be given the full privilege to administer the system and shall be responsible for the following:

a) Adequate operating environment (floor space, climate control, ventilation, backup power supply, etc.) for the system.
b) Installation and administration of the system.
c) Routine maintenance and upgrade of the system.
d) All expenses incurred during repair, maintenance, and upgrade.
e) Full compliance with University's life cycle policy.

4.0 Sustainability of ICT Resources Policy

The key recurrent cost element that should be considered includes:

- Cost of bandwidth
- Cost of maintenance of equipment and applications
- Recurrent cost of software licenses (application for the main information systems, specialized applications, database platforms, web and desktop applications).
- Recurrent cost of license antivirus for servers and stand alone system.
- Cost of replacement of equipment: a computer bought today must be replaced in three to five years time.

5.0 Management of University Data

Institutional data refers to all data created, collected, maintained, recorded or managed by the University and / or agents working on its behalf, which satisfy one or more of the following criteria:

- The data is relevant to planning, managing, operating, or auditing a major administrative function of the University.
- The data is referenced or required for use by more than one organizational unit
- The data is included in an official University administrative report
- The data is used to derive a data element that meets these criteria.

This data can be contained in any form, including but not limited to documents, databases, spreadsheets, email and web site; represented in any form including but not limited to letters, numbers, words pictures, sounds, symbols, or any combination thereof, communicated in any form including but not limited to handwriting, printing, photocopying, photographing and web publishing, and recorded upon any form including but not limited to papers, maps, films, prints, discs, drives, memory sticks and other computing devices.

5.1 Types of Institutional Data

a. **Research Data** refers to all outputs of creative work undertaken on a systematic basis in order to increase the stock of knowledge and information examples include research publications (books, book chapters, Journal articles, conference publications, thesis and dissertations). Project/annual reports, planning documents (policies, strategic plans).

ii. **Library Data** refers to data, which contain information on University library profiles such as subscribed journals, available print collections (books, serials and references), available special collections (photos, music, archives).

iii. **Academic Data** refers to data, which contain information on University academic profiles such as courses/curricula enrolment, degree/transcript, course/examination timetables and alumni.

iv. **Student Data** refers to information relating to student characteristics (course & residence registration, academic performance financial status) and student demographics (region, age, sex, religion).

v. **Human Resource Data** refers to data, which contain information on the human resource profile of the University such as establishment, staffing level, procedures and manuals, benefit schemes and beneficiaries.

vi. **Personnel Data** refers to information relating to staff characteristics (qualification, rank, pension accrued, compensations, salary etc) and staff demographics (region, age, sex, religion, marital status, department etc).

vii. **Financial Data** refers to data, which contain information on University financial profiles such as revenue, expenditure, budget, assets and facilities.

5.2   Policy Guidelines

University community members require access to different categories of institutional data in support of the University's teaching, research and outreach missions. This section of the policy is intended management, ownership and security arrangements are instituted.

University community members working with or using institutional data in any manner must comply with all applicable country laws and all applicable University policies, procedures and standards, and all applicable contracts and licenses.

5.3   Roles and Responsibilities for the users of Institutional Data

The University shall ensure that roles and responsibilities associated with each institutional data are well defined. Roles shall be defined to include:-
- **Data Owner** – a mandated unit or official with management policy and operational responsibility for areas of institutional data.
- **Data Custodian** – a University unit or employee responsible for the operation and management of systems and servers which collect, manage and provide access to institutional data. Thus, the director ICTREC, including its staff is responsible for managing the server infrastructure that houses the academic data.
- **Data user** – a University unit or community member using institutional data in the conduct of University business. Thus, College staff (e.g. college officers), who need access to academic data, are examples of data user.

Data owners must implement a formal data classification process for institutional data under their stewardship. This process must assess the criticality and required confidentiality of data elements, as well as the risk of exposure or loss. Three level of classification shall be adopted:

- **Public** – Data intended for broad distribution in support of the University's missions or freely available to any person or organization with no restrictions.
- **Limited Access** – Data available without restriction but whose integrity must be carefully maintained.
- **Restricted** – Data protected or regulated by law or critical to University operations including sensitive personal information such as Bank Account numbers, proprietary information and trade secrets.

The University shall ensure that information relevant for tactical and strategic needs of University management is provided in a timely and easy to access way. The University shall therefore, promote and support the development of high level reporting applications that consolidates data from across all institutional databases using data mining and/or other approaches.

5.4   Data Security

Institutional Data must be safeguarded and protected according to approved security, privacy and compliance guidelines, laws and regulations established by the University and/or the country. Permission and access to institutional data shall be granted in accordance with defined access and use policies and procedures determined by the Data owner

The University shall develop and implement an appropriate backup and restoration policy, a business continuity plan and information security policies to ensure protection, integrity and reliability of all institutional data.

The University shall promote the development of a centralized system of authentication that ensures users of the University's information technology resources and associated data are correctly identified, authorized and authenticated before access to the corresponding systems and resources is granted.

The University shall ensure that whenever certain portion of a given institutional data is generated and maintained by an external party – example FUNAAB results and transcripts; fees payment at respective banks – appropriate procedures and guidelines are developed to guide the exchange of such data.

6.0   CODE OF CONDUCT ON OPERATIONAL ETHICS

6.1   Access to ICT Resources

This policy prescribes the conditions under which access to FUNAAB ICT resources is granted.

6.1.1 User accounts

FUNAAB user accounts shall be created in the following categories:

6.1.1.1 Staff account

All employed staff of the University SHALL have a valid FUNAAB ICT account for official (where necessary) and authorised personal uses. Such account will be disabled not later than three months after the staff member leaves the services of the university.

6.1.1.2 Student account:

All registered students of the University SHALL have a valid FUNAAB ICT account to enhance lawful use in the pursuit of their studies. Such account shall be disabled not later than three months (for Postgraduate) and not later than one month (for Undergraduate) after the student leaves the university

6.1.1.3 Administration account:

These accounts are applicable to Principal Officers of the University, College, Faculties, Institutes, Departments and Units for official uses. Such accounts shall be transferred to incoming officers at times of change in administration.

6.1.1.4 Visitor account:

These are temporary accounts which shall be given to intending users who are in the University for Official Duties e.g. external examiners, FUFASS Students, visiting staff from other institutions. Application for this category of accounts must be through the head of department or unit to which the visitor is affiliated. Such account shall be disabled immediately the visitor leaves the university.

6.1.2 **Restrictions to Access**

Users are expressly forbidden from unauthorized access to accounts, data or files on FUNAAB ICT resources or any other FUNAAB ICT resource. The Administrator of FUNAAB ICT resource may restrict access to an individual user on the grounds that the user is in breach of this policy.

6.2 **University Liability**

The University accepts no responsibility for:

a) Loss or damage or consequential loss or damage, arising from personal use of FUNAAB ICT resources;

b) Loss of data or interference with personal files arising from the University's efforts to maintain FUNAAB ICT resources. Users are advised to constantly back up their personal and important data

6.3 **Code of Conduct and Operational Ethics for FUNAAB ICT Staff**

ICT shall follow a policy of conducting its business ethically and in compliance with the letter and spirit of the law. This policy is critical to FUNAAB international reputation for excellence and integrity. The ICT Code of Ethics provides the staff of ICTREC with standards of conduct so that each staff understands the basic rules that apply. The Code helps each staff to understand what is expected to maintain FUNAAB ICT infrastructure and services.

6.3.1 **Responsibility of ICTREC Units**

1. **Network Administration and Internet Services:**
   This unit at the ICTREC responsible for the following but not limited to:
   - Integrity, maintenance and efficiency of the campus Network
   - Network infrastructure that is e-internet servers, switches routers, optic fibres, wireless access points, etc
   - Internet Access
   - Provision of Internet Service on campus
   - Maintenance of all servers connected to the network
   - Security management
   - Maintenance of network infrastructure in all buildings on campus
   - CISCO Administration.

2. **Management Information System:**
   This unit is responsible but is not limited to the following:
   - Administration of staff and students Records
   - Production of staff and students Identity cards
   - Administration of University portal and Database servers
   - Assigning of matriculation numbers to newly admitted students. In conjunction with Exams and Records Unit
   - Collaborate with Time-Tables and Examinations Committee (TIMTEC) to produce Lectures and Examinations Time-Table.

3. **Project Development:**
   This arm of the ICTREC is responsible for the following:
   - Software developments

- Result Processing Administration
- Maintenance of Portal and Database servers
- Administration of Web servers and Content Management System.

4. **Open Users/Commercial and Maintenance:**
   This responsible for the following:
- Provision of Direct access to staff and students at appropriate charge par time.
- Provision of Commercial Services to the University Community in the area of Desktop Publishing, statistical analysis, Computer Graphics and sales of computer consumables.
- Online Registration for students
- Trouble shooting and maintenance of computer systems and accessories within the University Community.

5. **Training Unit**

- Organizing ICT Training Programme for both staff and students
- Organizing Professionals certification training programmes such as CISCO Training

6. **Multimedia / Instructional Aid**

- Deploying multimedia System for seminars, conference and workshops
- Deploying multimedia system in all lecture rooms and auditoria
- Deploying multimedia system for post-graduate these defense on request.

7.O. INTERNET ACCESS

The University shall provide adequate bandwidth to meet the needs and demand of the University community. It shall provide Internet access to all interested staff and students governed by the University's Internet Access acceptable use policy. The ICTREC network unit shall be responsible for the implementation of appropriate filtering facilities for web-based and non web based internet traffic that may not have direct educational value such sites as Pornographic, gaming e.t.c

7.1 **Internet Access acceptable use policy**

a.   Internet Access through the University network is NOT a right but a privilege.
b.   Only registered users (staff/student) are granted access information (password)to the Internet through the University Network through an authentication page. Access information should not be transferred or shared.
c.   User access on the University network is monitored and logged.
d.   The University can restrict or suspend access to any users and at any time whenever this policy is breached.

7.2 **Email Services**

The University shall provide email accounts to all staff and students under the official university domain name (funaab.edu.ng, unaab.edu.ng) governed by the University's Mail policy.
 Email accounts to be provided can be divided into two:

- Personal email account: for the personal and professional use of the staff or students (tied to the name of the users).
- Official email account: strictly for official correspondence (tied to an office/post).

7.2.1 **Electronic Mail Policy**

It is the policy of the University that

1. Email address (personal and official) has a standard format which all users conform with
2. Only staff and students can hold a University email account.
3. Electronic mail is an acceptable means of disseminating official information (memos, notices) to the University community.
4. Official internal information (2 above) disseminated through electronic mail must done using the University's email account and to University's email accounts.
5. All official correspondence and public interaction must be via the university's email account.
6. Only the university's email account can be displayed on public media.
7. Staff are expected to check and reply to official email message within 24-hours (working days).
8. Students are expected to check and reply to all official email messages with 48-hours (working days).
9. Users are expected to ensure:
    - Their access information (password) are kept private and promptly report in case compromise is suspected. Users are held accountable for any mail sent using their account.
    - Confidentiality and privacy of official information is upheld: official information is not circulated beyond the bound of the University email domain.
    - Attachments sent are virus free.
10. User are NOT allowed to
    - Use of the University's email account for spamming
    - Use unethical languages in mails.
    - Falsely represent the University: assert or imply that personal views of opinions are the institutional view or opinion of the University.
    - Use the mail account for any commercial purpose.
    - Send mass e-mail to a wide sub-set of users on the University without appropriate privilege or permission.

8.0 Web Services

8.1 Web Policy Statement

It is the policy of Federal University of Agriculture, Abeokuta (FUNAAB) to have an official University website that show-case the University to the rest of the world in disseminating current and up-to-date information from all organs of the University that is Colleges/Departments/Directorates/Centre/ Institutes/Units within the University.

The purpose of this web policy document is to provide the staff and students of FUNAAB with the necessary information about the functionality of the University website as an effective communication medium for the benefit of the University Community and the world at large, specifically with the following goals:

i.   To enhance the University's presence on the internet and broaden recognition for the University, while strengthening its image.

ii.   To enhance the quality of FUNAAB website through the publishing of current, and informative content in an acceptable web manner.

iii.   To support a sustainable information and communication infrastructure that supports the University's mission, goals and objectives through an on-line presence.

iv.   To optimize resources to streamline, and automate the development and maintenance of the FUNAAB website as a quick and easily accessible means of communication with the University's target audiences.

8.1.1 Definitions and Descriptions
FUNAAB web pages are the primary entrance points to the Federal University of Agriculture, Abeokuta, Nigeria website.

i.   The appearance and content are the responsibility of the Webometrics Centre.

ii.   The Head of Webometrics Centre will always review these pages to ensure that they reflect the same high level of quality and consistency as the university's print publications.

8.1.2 Web Policy Principles

i   That the web procedures and web rules and guidelines apply to all staff and web service providers who develop web systems for the university.   This   includes programming,   content development, publishing and the design and layout of web pages.

ii.   That the policy applies to the official FUNAAB web pages and the FUNAAB staff intranet.

iii.   That all these rules, procedures and guidelines are subject to the official policies of the university and especially the Policy for the responsible use of information and communication technology, networks and information resources.

iv   That the FUNAAB web is committed to intellectual and academic freedom and to protecting the rights of students and staff to exercise freedom of expression and free academic inquiry and discovery. Users must, in turn, respect the rights of other users, respect   the integrity of the systems and related physical resources and comply with the Nigerian Constitution and other applicable laws, regulations and university policies.

v.   That the University strongly believes in freedom of expression, it is not obliged to provide facilities for the unrestricted electronic practice of this right: thus, web publishing and   the use of electronic communication at the FUNAAB is a privilege, not a right.

vi.   That the following documents can be accessed for more detailed information pertaining to the FUNAAB web: conditions for the use of the   Federal University of Agriculture, Abeokuta website (copyright, disclaimer, indemnification, privacy policy, etc.);   rules and guidelines   for   the use of electronic   mail;   rules   and guidelines   for the protection of IT infrastructure; the FUNAAB Policy on the Use of Information   and Communication Technology; registration   form   to apply for IT courses relating   to the intranet, internet and menu training; the FUNAAB Policy on Archives; the FUNAAB Records Management Policy; and definitions within the FUNAAB web environment.

vii.   That this policy will be reviewed as deemed necessary.

8.2   Roles and Responsibilities of Web Service Providers

8.2.1 Role of the Webometrics Team

The Webometrics team is responsible for the translation of the FUNAAB web strategy into a workable plan and overseeing the planning, design, structure and development of the FUNAAB web. They also ensure that policies of the FUNAAB website are followed to ensure consistency regarding the official templates application, accuracy of official information and regular update of all web contents and also prepare the university for Webometrics Ranking of World Universities.

Specific responsibilities include:
i.   Overall architecture, design and layout of the FUNAAB web in accordance with guidelines set out in the policy document;
ii.   Acting as champions for the main portfolios: IT, Teaching-Learning, Research, Innovation, Language and Implementation of Expertise to ensure the FUNAAB web strategy is translated into a workable plan;
iii.   Providing guidance to web publishers according to the policy document;
iv.   Controlling operation of the central web server;
v.   Awarding disc space and rights to registered web publishers;
vi.   Ensuring that set rules are adhered to and the standard of web pages are maintained;
vii.   Acting as a central contact person to provide information about the FUNAAB web;
viii.   Handling administrative functions of the FUNAAB web;
ix.   Evaluating and making available web browsing software; arranging training programmes for users;
x.   Ensuring the correct application of the FUNAAB corporate identity (CID);
xi.   Handling applications from university stakeholders with regard to services provided;
xii.   General web enquiries via email; and
xiii.   Providing guidance with regard to the development and implementation of electronic communication mediums.

8.2.2 Members of the Web Team

The following are members of the web team and their responsibilities:

8.2.2.1   **Head, Webometrics Centre:** This person oversees the FUNAAB web from a strategic point of view.

8.2.2.2   **Web Master:** This person is located at the Webometrics Centre and drives the total FUNAAB web in terms of established policies, processes and procedures. In   addition, he/she is responsible for the planning, the appearance and setting up of the website navigation, design, updates and the overseeing, development and maintenance relating to the official corporate web pages of FUNAAB. The Web Master is also responsible for overseeing the web publishing within the Webometrics Centre, controlling the build of the menu structure at Webometrics Centre level and implementing the web team

decisions. He/she works with and supports the web administrator towards the effective management of the FUNAAB web.

8.2.2.3   **Web Administrator:** This person implements the web team decisions and action plan and acts as coordinator of the activities of the Webometrics Centre Data Entry Operator(s) and College web publishers. He works closely with the Web Master. The Web Administrator looks after site usability and user experience and is ultimately responsible for website construction (building menu structure) and maintenance to ensure professional and concise representation of the relevant stakeholders on the FUNAAB web. The Web Administrator is also responsible for and supports the web team in the overall application of the university's correct corporate identity. Content placement can be part of a Web Administrator's responsibilities, while content creation is typically not.

8.2.2.4   **FUNAAB Web Data Entry Operator(s):** This person normally uses a web-based content   management system, such as Open CMS, to edit content on a web page. This person may also have skills in image design and development for the web.   FUNAAB web Data Entry Operator(s) are situated at Webometrics Centre.

8.2.2.5   **FUNAAB Web College/Department Representative(s):**

    i.   To check for errors, omissions etc, as it affects members of the Colleges/Departments both Senior Staff and Junior Staff.

    ii.   To liaise with the Webometrics Centre on any update, news, events, publications, etc, from time to time.

    iii.   To come up with any observation/suggestion that could enhance the web ranking of FUNAAB.

    Here, it is to be noted that FUNAAB Web Policy cannot function well without a full cooperation of College/Department Representatives that will provide the web contents (information) to be published on the web.

8.3   Web Content Gathering Policy

    i.   That it shall be the responsibility of Webometrics Centre to liase with the heads of all categories of Unit to submit information to be published on web as appropriate.

    ii.   That Webometrics Centre should partner/Collaborates with the Directorate of Public Relations or any other organs of the university to always release the following:

a.   Information on events, conferences workshops etc at least a week to be published on web.

b.   Submission of extracted video of Events/happening on campus to be published on web.

c.   All the University Scholars should made available the abstract of newly published articles on highly impact journals with the details of where it has been published or accepted e.g. Author name, name of Journal, volume and date.

d.   University Library should be responsible for setting up and maintenance of large databases that includes bibliographic ones, large repositories of theses, pre-prints

and reports with the use of Webometrics recognized tool such as D space as recommended by Web Ranking Organized.

e. FUNAAB should imbibes the culture of hosting external resources for third parties and increase the visibility: conference societies and their publications, especially electronic journals.

f. Archiving of all media materials produced in web repositories. Collections of videos, interviews presentations, digital pictures including animated.

- Undergraduate
- Submission of Abstract of completed postgraduate thesis/Dissertation to be made available on web.

8.4 Criteria / Template for Web Content Gathering Policy

8.4.1 **College, Institute, Directorate or Centre Pages** are the main entrances to each college, institute or centre. They are the responsibility of the head of each entity and must meet the following criteria:

Design and appearance must follow the template supplied by the Webometrics Centre or and include:

i. A welcome from the Dean or Director. (This welcome must focus on the high academic quality, college/student interaction to FUNAAB.)
ii. A listing of the academic departments and programmes of that particular college, institute or centre.
iii. May contain "college, institute or centre highlights" to promote the excellence of the college, institute or centre.
iv. Contact information: FUNAAB domain email, mobile numbers, etc. for the college, institute or centre and enrollment services.
v. All information must be correct and kept up-to-date.
vi. Each page must contain the name of the person who updates the page and an email link to the Dean or Director.
vii. Each page must contain searchable keywords (meta-tags) that describe the type of information contained on that page for the site search engine.
viii. The content of web pages of the students' Association and organizations that are associated with any college is the responsibility of the Dean/Director.

8.4.2 Department Description Page Policy

The information supplied by each academic department will include such things as:
i. Main purpose of the department / academic objectives or goals.
ii. Listing of all degrees offered.
iii. College & Credentials: Academic background, (Biography) applicable experience.
iv. Career Opportunities: What is the outlook for a student who majors in this area?
v. Contact Information: FUNAAB domain email contact for the department, mobile numbers of the Department.
vi. A link to the home page of the department, if applicable.

8.4.3 **University Directorate, Centre or Unit Pages** are Academic and non-academic departments (such as Nimbe Adedipe Library, Academic Records, ICTREC, Public Relations, Webometrics, etc.) and are the responsibility of the unit head.

Web Policy

i. Each site will start with a description page that will be designed by the Webometrics Centre and will be uniform for each unit.
ii. Design and appearance must follow the template supplied by the Webometrics Centre.
iii. Information presented must be kept up to date.

8.4.4 **Students' Associations, Clubs and Organizations Pages** are the responsibility of the club or organization with the supervision of the club's college/staff sponsor or adviser and must meet the following criteria:

Web Policy

i. That the web pages must contain the correct FUNAAB word mark and navigation bar.
ii. That a statement of purpose or mission of the organization must be stated.
iii. That The name of the person who updates the page must be mentioned.
iv. That FUNAAB domain email link to the University staff or advisers sponsor must be stated.
v. That the Information contained on the website must be kept up to date.

8.4.5 **Personal Home Pages:** Federal University of Agriculture, Abeokuta provides web service for home pages for college, staff, and students strictly as an educational service. The University therefore reserves the right to set standards for the content of pages stored on the University server. The University may also set limits on resources available for personal Web pages.

Web Policy

i. That the home page must include the name and FUNAAB domain e-mail address of the person responsible for the content of the page(s).
ii. That the home page must contain a link to return to the University's home page.
iii. That all home pages must contain the following disclaimer: "The content of this page is the responsibility of the author and has not been reviewed or approved by Federal University of Agriculture, Abeokuta."
iv. That content on Personal Web Pages must not conflict with the vision and mission of the University and must comply with the Code of Staff/Student Conduct in the FUNAAB Staff/Student Handbook. The content of all pages must respect intellectual property rights. For example, no copyrighted material may be shown on pages unless permission has been obtained in writing.

No commercial business or political endeavors are to be conducted through personal pages on the University system.

v. That Students who publish web pages found in violation of this policy or any other applicable FUNAAB web policy may lose web privileges and may also be subject to the same disciplinary Committee as found in the current FUNAAB Student Handbook.

Staff may lose web privileges and may also be subject to the disciplinary measure found in the FUNAAB Staff Rules and Regulation.

6. **Open Access Initiative & Policy**
   All documents published on the FUNAAB'S website should not be restricted to any user or visitor to the University website. All publications (academic) be uploaded by the Authors

7. **Internationalization & Partnership   Web Policy**
   The University should make it as a matter of policy to exchange website address so that our website link be put on our partner website and theirs on ours. Affiliation of Departments, Centres, Directorates etc to Foreign of National learned societies will be an added advantage. Creation of Database for members of university community that have travelled for conferences, seminars, sabbatical leaves, past documents, post –Doctoral opportunities should be established by CENIP and Published by Webometrics Centre.

8. **Research & Extension Services Web Policy**
   Output of our researches especially breakthroughs and landmarks in Agriculture, Science, Environment, Engineering and medicine should be made open on **web immediately**. For example, a full documentary on "Kalahari goat" imported to the University, Fufu project, Cassava project etc.

Violations that come to the attention of the University will be reported to the appropriate Disciplinary Committee. Where there is a question about the loss of privileges, an appeal can be made to the Vice-Chancellor. However, as a way of ensuring the compliance to web content submission from Department/ Unit it will be mandatory for Webometrics Centre to report the rate of compliance of departments/units to the web policy to the University Management on a monthly basis.