



## BOU COUNCIL ELECTRONIC HANDHELD DEVICES POLICY

<b>Approving Authority</b>	Council
<b>Date of Approval</b>	.....
<b>Version #</b>	.....
<b>Effective Date</b>	.....
<b>Date last reviewed</b>	.....
<b>Revision date(s)</b>	
<b>Responsible Officer</b>	Secretary to Council <a href="mailto:legal@staff.bou.ac.bw">legal@staff.bou.ac.bw</a>
<b>Document URL</b>	.....

## **1. INTRODUCTION**

1.1 Following transition to e-Council, the University has provided electronic hand-held gadgets to Council and Council Committee members for ease of facilitation of the system, access and use thereof. The issuance of the Electronic Handheld Devices to Council Members and Committee Members will enhance Council's communication and efficiency in the execution of its mandate and also ensure among others the following:

- That Council/the Council Committee member is reachable immediately.
- Information is communicated in real-time.
- Decisions are taken promptly and efficiently.
- That the information is protected and confidential.

1.2 Management has developed the Policy to manage and guide the use of the allocated gadgets.

## **2. DEFINITIONS**

Handheld Electronic Devices - The gadget provided to Council members and Council Committee members for the conduct of BOU Council business.

## **3. PURPOSE**

The purpose of this Policy is to establish guidelines for the issuance and usage of the Electronic Handheld Devices for Council and its Committee Members as well as procedures for monitoring and controlling costs related to their use in connection with the business of Botswana Open University Council.

## **4. SCOPE**

This policy applies to all Council members, Council Committee members and Executives who have been issued with Electronic Handheld Devices and are responsible for conducting business on behalf of BOU. The devices are not a personal benefit and should not be used as a primary mode of personal communication. The issuance of the device is a privilege and requires responsibility, reasonable care and maintenance.

## **5. RELATED DOCUMENTS**

This Policy must be read in conjunction with the Council Charter and the Council Code of Conduct.

## 6. POLICY STATEMENT

6.1 Council is committed to promoting good corporate governance and upholding the highest ethical standards. The University recognises its responsibility to safeguard the image and reputation of the University. The University also recognises that there is a risk of exposure of confidential information that comes with the issuance of the Electronic Handheld Devices. To this end, the University is committed to safeguarding its confidential information.

6.2 The Policy shall therefore apply subject to the following in order to protect the integrity and image of the institution:

### 6.2.1 Appropriate Use

The Electronic Handheld Devices shall be used to conduct BOU business and shall be used appropriately, responsibly and in an ethical manner. The University prohibits the unauthorised use of digital cameras or recording technology during Council and Council committee meetings. The University seeks to reduce the risk of deliberate or accidental use of images and recordings for inappropriate purposes.

#### 6.2.1.1 The following must be observed:

1. The Electronic Handheld Devices are the property of BOU and must be treated, used, and safeguarded as such.
2. If a Council/Council Committee member damages or loses the device, the member must notify the Council Secretary immediately. Insurance cover for these devices is only limited to incidents of theft. Where a member damages the device, or the loss is through negligence on the part of a Council/Council Committee member, the member may be required to replace the device at their own cost. An assessment shall be made on a case by case basis.
3. No Council/Council Committee member is to use the device for the purpose of illegal transactions, harassment, or obscene behaviour.
4. BOU will provide limited amount of minutes and data to Council/Council Committee members for the use of devices for BOU's business on a needs basis.
5. A Council/Council Committee member who exceeds the minutes and data plan shall be responsible for the cost of the excess. Under no circumstances should a Council/Council

Committee member not be accessible due to non-payment of excess costs and neither should they expect BOU to pay such amounts on their behalf, unless such excess was due to BOU's business.

6. The care of the provided device is the responsibility of the Council/Council Committee member.
7. Members who are charged with traffic violations resulting from the use of their device while driving will be solely responsible for all liabilities that result from such actions.
8. The Council Secretary shall maintain a record of all the devices by serial number, the date they were issued, who they were issued to and the return date upon termination, resignation and/or departure from their office as Council/Council Committee members.
9. No transfer or exchange of the devices between Council/Council Committee members and/or third parties is allowed.

## **7. POLICY IMPLEMENTATION**

7.1 Upon issuance of the gadget, the following details shall be recorded:

- Name of the gadget
- Model
- Serial Number
- Date of Despatch
- Signature of the recipient

7.2 Upon separation with the University, the Council/Council Committee member will be given an option to buy the Handheld Electronic Device. The carrying value (Cost price less accumulated depreciation) shall be used as a selling price.

### **7.3 Policy Violation**

A member who violates this policy may be subject to disciplinary action by Council, for bringing the University or Council into disrepute or such similar charge as Council may determine.

## **8. REVIEW OF THE POLICY**

The Policy shall be reviewed every three years or earlier as necessary.