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INFORMATION & COMMUNICATION TECHNOLOGY UNIT

PARLIAMENT OF SIERRA LEONE

INFORMATION

AND

COMMUNICATION TECHNOLOGY

ACCEPTABLE USE POLICY FOR

MEMBERS OF PARLIAMENT

AND

STAFF

Written by:
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Head of ICT Unit



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ICT ACCEPTABLE USE POLICY FOR MEMBERS OF PARLIAMENT AND STAFF

MEMBERS AND STAFF ACCEPTANCE FORM

This is the ICT Acceptable Use Policy (AUP) for IT and Telecommunications equipment and services provided by POSLIU and covers the use of the Parliamentary Network, Personal Computers, Laptops, Wi-Fi and Internet connections, printers, tablet devices, and Telecommunications of all types.

All users of the Parliamentary Network are required to comply with this policy and to be aware of the ICT Policy, the full version of which can be found on the Parliamentary intranet at: <http://intranet.parliament.gov.sl/intranet/domain.server.pdf>

I have read the ICT AUP and agree to take all reasonable steps to ensure that I use Parliamentary equipment and systems in accordance with it.

Print Name: (Block Capital)	
Signature	
Constituency No/District/Department	
Designation	



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1.0. CHAPTER ONE: OVERVIEW OF THE ICT ACCEPTABLE USE POLICY

1.0. Overview of the ICT Acceptable Use Policy

This is the ICT Acceptable Use Policy (AUP) for ICT resources and services provided by the ICT Unit for Members of Parliament and the staff of Parliament and it covers the use of the Parliament Hardware, Smart technologies, Software resources, networking resources, data protection and Telecommunications of all types.

Users of Parliament ICT systems are required to comply with this policy to the fullest. Parliament of Sierra Leone ICT Unit (PoSLIU) is committed to providing hardware, software, networking, smart technologies and email services to users of Parliament to facilitate their work in achieving the mandate of Parliament by enhancing the efficient and effective performance of Parliamentarians and employees through the use of ICT Services.

It must be emphasized here that the use of the word “users” in this document refers to persons permitted to access and use PoSL computing services which includes (MPs, Staff, guests, consultants etc. so authorized to use the facility).

Reference is made throughout the document to the PoSL network, which is a combination of 4 networks within and out of the precincts of Parliament.

The procedures reflect the implementation of the policies with which all users must comply.

It covers the following ICT resources and services:

Local Area Network (LAN); domain server network, Fiber Optic Internet, wireless and wired network and the intranet network,

Email and Electronic Communications;

Parliament Mobile App;

Parliament Website

Software Resources;

Acquisition of ICT Equipment and any other ICT related facilities and resources

The Policy will be included in the induction programs for new Members of Parliament and staff;

Members and staff using ICT resources are deemed to have made themselves aware of these policies and procedures.



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1.1. Purposes of the ICT Policy

The purposes of the ICT Acceptable Use Policy is to clearly articulate to users (MPs, Staff, Consultants, guests and other persons so authorized to access the facility) what is acceptable and unacceptable use of ICT resources and services.

This Policy will minimize the misuse of ICT resources (facilities & services)

It covers the use of the Parliamentary Network which includes LAN, WIFI, Domain Servers, Intranet, Exchange Servers, Intercom and the Internet, Personal Computers, Laptops, Printers, Photocopiers, Scanners, Softwares, and Telecommunications of all types.

PoSL ICT Unit will ensure that the ICT AUP is understood by all users through awareness, electronic dissemination of the policy and induction programs for MP's and staff and new users.

When changes are made to this policy, PoSL ICT Unit will ensure that users are informed accordingly.

1.2. Scope of the ICT Policy

This policy document covers the use of any ICT resources owned by PoSL and applies to all MPs, staff and any external party such as guests, development partners, consultants, advisers and others who visit PoSL and use its ICT services by permission.

1.3. Acceptable Use of ICT Resources and Services

Acceptable use of ICT resources and services are activities that conform to the mandate, vision, mission and the core functions of the Parliament of the Republic of Sierra Leone and each user's authorized duties and responsibilities.

1.4. Unacceptable use of ICT Resources and Services

Unacceptable use of ICT resources and services are activities that do not conform to the mandate, vision, mission and the core functions of the PoSL and to each user's authorized duties and responsibilities, activities that are not in conformity of the core functions of Parliament are as follows:

1. Users should not use Connectify-Me hotspot/any other hotspots to connect their phones, Ipads, Tabs, computers or any other device to POSL internet/intranet network, it is a breach of the POSL network and it will cause IP-Address conflict which will distort the entire network.
2. Users should not come with their own private routers, network switches or any other computer related device and connect it to the network/domain and the



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systems of POSL; without the express permission from the ICT Unit, it is a breach of the ICT Policy regulations.

3. Users should not upload, download, use, retain, distribute, create or access any electronic materials including emails, documents, images, text or software which: might overload, damage, affect, or have the potential to affect the performance of Parliament's systems, hardware, networks and/ or external communications in any way.
4. Users should not gain access to restricted or unauthorized areas of the Network, websites or other hacking activities that could be threatening, slanderous, abusive, indecent, obscene, racist, illegal or offensive.
5. Users should not read others mail or other material without their express permission or store private material not connected to the purpose of Parliament on the network, using POSL software, the hardware resources and the Smart technology devices.
6. Users should not send Personal, Political, Religious views or beliefs to attack another person personality.
7. Users should not participate in any activity that will incur a cost to Parliament of Sierra Leone systems; they should not promote any commercial activity using Parliament resources such as hardware, software and network. they should not participate in private commercial activities, whether or not for profit making purposes such as printing Souvenirs, Hymn Sheet, Birthday cards, School/College Pamphlets, Dissertations, wall bills, or any other materials that are not Parliamentary work using the ICT resources and services made available to them. Such actions are considered absolutely wrong, and regarded as waste of office stationeries, toners, network, electrical bills etc., which in effect are deem as wastage of government resources.
8. Users are not allowed to give their hardware, software and network facility provided for them by Parliament to be used by a non-staff, guests or any other persons, and if there is any physical damage to these hardware, network or software the user will take full responsibility for the damage or breach of security.
9. Users should not give their passwords to anyone even people they trust such as friends or relatives or someone who has offered to help you fix a problem. If you suspect someone may have discovered or guessed your password, change it immediately.



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10. Users should not give others access to Parliament information resources unless they are authorized and authenticated to do so. You may not extend access to Parliament information resources to others without permission (e.g., proxy services, accounts for non-parliament personnel, etc.).

11. Users should not choke and consumed major part of Parliament Internet bandwidths by downloading personal information, uploading personal information, watching movies, chatting online, downloading using P2P torrents sites etc. which will consume an unauthorized disproportionate share of networking resources that will affect others who are using these resources for parliamentary activities.

12. Users are not allowed to download and/or distribute from the Internet any software, including programs, games, screensavers, etc.

13. Unauthorized software is prohibited due to potential security risks and the possibility of it interferes with Parliament software. If you are in any doubt even in the event of accidental occurrence, please contact the Head of ICT Unit.

14. Personal conduct – POSL respects all Users' right to privacy, however POSL must also ensure that confidentiality and its reputation are protected and therefore Users on social networking websites must ensure their conduct does not bring POSL into disrepute or discloses any confidential business information.

15. Penalties for improper use such as improper use or abuse of the telephone system, Internet, e-mail facilities, IT equipment and mobile devices may result in access being removed and disciplinary action being taken. In the case of a serious breach, the Head of ICT Unit will investigate the incident and report to the ICT Committee to take punitive actions.



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CHAPTER TWO: HARDWARE RESOURCES AND SMART TECHNOLOGIES POLICY

2.0. Purpose

Parliament will normally issue desktop computers/Laptops/ipads/Android tablets and make available suitable peripheral equipment for their office workstations; i.e. UPS, extension cords, printers, network switches, routers etc.

They are intended to be used to carry out parliamentary business or office related work only

These computing tools are not intended for personal use.

Users must take reasonable care to ensure that they do not transmit viruses or other malicious computer code to the machine they or other users are using.

Users must not use this computer and any other related ICT equipment for personal use and should not misuse this equipment.

Any direct connection to the Parliamentary Network using equipment not supplied by Parliament, such as PCs, laptops, mobile phones IPADs; Galaxy tab etc. is not permitted.

If you wish to use your own equipment contact the ICT Unit for further directives.

2.1. Acceptable Use

Is when Members and staff are using the ICT related tools to perform parliamentary functions.

An example of appropriate computer usage is to use the computers and any other ICT related equipment doing parliamentary related responsibilities such as: accessing and reading parliamentary business documents such as Standing Orders, Order Papers, Votes & Proceedings, Official Reports, Committee Reports, Bills, Amendments and Motions, Loans, Grants Agreements, Acts, Research Publications, State Opening Speeches, Budget Speeches and its Annexes, writing official memos, Letters to MDA's, internal office duties, sending email to other staff to ask questions relating to work, or to provide others with job related information/data etc.

2.2. Unacceptable Use

Using the computing systems to conduct one's own personal business for instance watching movies such as Nigerian films, Philippines seasons films, watching pornographic videos online, wasting the network bandwidth on unofficial videos and at the same time making the POSL network prone to hackers/crackers, downloading attire catalogue/magazine to find styles online for personal gratification.



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Using the office network and computer to find personal information that does not relate to your work/job responsibilities online, download books, journals, magazines, Installation of any software on the LAN computers without prior approval by the ICT department

This includes any software downloaded from the internet as well as any personal software brought in from other sources.

The downloading or electronic distribution, displaying, or printing of any material that may be deemed offensive by anyone is also deemed inappropriate.

The ICT Department has the sole authority to install, upgrade, delete or maintain any hardware, software or any ICT equipment on the network or in the precincts of POSL.

2.3. Lost or Misplaced Equipment

Utmost care should be taken of all POSL equipment to prevent theft, loss, damage or misuse. Users must contact the Head of ICT Unit or Management as soon as possible following the loss or damage to any equipment and the actual or potential breach of passwords security, and network, telephone, Internet or e-mail security.

This also applies to any unauthorized access or suspected virus infection. Further advice will be issued at the time including access rights – this may also involve disclosure to various bodies such as the Internal Security and the Police, It is very important that lost or stolen equipment is reported as soon as possible. If loss or damage of POSL's equipment is caused or contributed to by the User's conduct, they may be required to reimburse POSL for the cost of the equipment (or the cost of repairs to it).

2.4. When leaving the Parliament

Any POSL issued equipment must be surrendered on the final day of employment, including but not limited to all desktop computers, storage media, Ipads, mobile phones and laptops - it is the responsibility of the immediate line supervisor to ensure that this happens on the day.

All items issued to the User by POSL remain the property of POSL. On termination, or when requested by POSL, all property must be accounted for and returned in good order. Failure to do so may result in deductions from any monies owed by POSL, and disciplinary and/or civil action to recover the cost of replacement.

In the case of Members of Parliament Ipads/tablets given to them for parliamentary business, the Members will own it after completing the subscription amount in full and it will be replaced by the subscription.



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2.5. Leavers

Posl ICT Unit must be notified by the Clerk of Parliament or line supervisor of any leavers as soon as possible in order to schedule the removal of access to POSL systems. Note that this should be before the user has left Parliament to ensure that access to e-mails and/or systems is not allowed beyond the finish date. The Clerk of Parliament or the line supervisor is responsible for ensuring that any ICT related equipment should be handed to the ICT Unit, be it Members or staff.

The ICT Unit will ensure that the users' out of office is activated and their password reset on the leavers' last day, or no later than the day after. Two weeks after Members or employee has left, IT will archive their emails, a copy of which will be retained on the server.

The unofficial will be sent to the users' personal emails.

The line supervisor will have access to the employees' files for up to 30 Days. Any exceptions to this must be authorised by the ICT Unit.

CHAPTER THREE: SOFTWARE RESOURCES POLICY

3.0. Purpose

The purpose of this policy is to prevent the installation of any computer/tablet software on users' devices other than those that were installed by the ICT Unit for users. This will allow ICT staff to support only the approved software loaded on the network and also to protect users' devices from malware attacks, hackers, crackers, spoofing systems trying to retrieve and destroy sensitive data in the POSL servers.

3.1. Supported Software

Software that is supported by the ICT Unit will be installed by the ICT staff and any software that has been cleared by the Deputy Director ICT will be configured.

Any software that is installed without the approval of the ICT Unit will not be supported and it is prohibited.

If any user has software that is job related that needs to be installed on their computer, please request assistance from the ICT Unit, the ICT Unit can verify if the software is not pirated with crack activations, trial version software with malware bugs to spoof into POSL network and data system, if the software is cleared on all these issues, they can provide assistance in installing the necessary software on your computer.



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3.2. Acquisition of Software

If there is work related software that user wishes to acquire, the user must consult their relevant Heads of Department/Unit and to obtain prior approval before seeking ICT assistance for specifications and justification to acquire the software.

All ICT assets procured such as software must conform to the Procurement Standards as well as ICT Standards and Policies for procurement at the time of the purchase.

3.3. Software Licensing

Installing software that you have purchased on your work computer for use on your home PC not only creates potential support problems for the ICT Staff, it might also create licensing problems, and could very well be illegal to do so.

3.4. Personal software

Users are advised to consult with the ICT Unit before downloading software from the internet or other sources to Parliament equipment.

Software that conflicts with security systems or with the safe operation of Parliament equipment may result in access to the Parliamentary Network being denied until the software is removed.

ICT Unit reserves the right to remove any personally added software or equipment that interferes with the normal working of Parliament equipment or the Parliament Network.

3.5. Prohibited Software

Any software that is not directly related to any user performing their job at PoSL is to be considered prohibited. The installation of software other than the software that the ICT Unit approves can cause computers not to function properly.

Any unauthorized software that is reported to the ICT Unit may be uninstalled without any notice.



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CHAPTER FOUR: NETWORKING RESOURCES POLICY

4.0. Purpose

The Domain Server, WIFI/wired, LAN, intranet and the internet network are owned by PoSL and are intended to be used by users to carry out parliamentary business or office related work only.

These networks are not intended for personal use and should be used in an appropriate and useful manner.

Users must not use these networks for personal use and should not misuse the bandwidth especially the dedicated Fiber Optic internet service.

Members of Parliament and staff are responsible for ensuring that they only have access to those Network services that are appropriate for the performance of their duties and must inform the ICT Unit when their access requirements need to be changed (for example, when staff move to other duties or leave the House).

4.1. Use of Personal Equipment

Any direct connection to the Parliamentary Network using equipment not supplied by Parliament, such as PCs, laptops, mobile phones IPADs; Galaxy tab etc. is not permitted. If you wish to use your own equipment contact the Head of ICT Unit for further directives.

Personal conduct – POSL respects all Users' right to privacy however POSL must also ensure that confidentiality and its reputation are protected and therefore Users on social networking websites must ensure their conduct does not bring POSL into disrepute or discloses any confidential business information.

Penalties for improper use such as improper use or abuse of the telephone system, Internet, e-mail facilities, internet, intranet, LAN, domain server network may result in access being removed and disciplinary action being taken.

In the case of a serious breach, the Head of ICT Unit will investigate the incident and report to the Parliamentary Service Commission to take the necessary actions.

Users are not allowed to download and/or distribute from the Internet any software including programmes, games, screensavers, etc. without prior approval of the Head of ICT Unit.



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Unauthorized software is forbidden due to potential security risks and the possibility of it interfering with Parliament software. If you are in any doubt even in the event of accidental occurrence, please contact the Head of ICT Unit.

4.2. Acceptable Use of the Network

Users are expected to use the Internet responsibly and productively. Internet access is limited to parliamentary business and job-related activities only and personal use is not permitted.

Parliamentary business has to do with accessing documents, modifying, updating and reading legislative documents to prepare Members for plenary deliberations, pre-Legislative hearing, Committee meetings, working on a Bill Making process in a real time etc.; documents such as Bills, Loans, Grants, Protocols, Order Papers, Votes & Proceedings, Hansards, Committee reports, motions etc.

Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role

Emails sent via the POSL email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images

Some sites and downloads may be monitored and/or blocked by ICT unit if they are deemed to be harmful and/or not productive to parliamentary business

4.3. Unacceptable Use of the Network

Users are not allowed to surf the internet for personal gains such as watching movies online, social media chatting, posting family programs pictures on Facebook wasting the internet bandwidth, watching pornographic movies online etc.

Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via POSL email service

Using computers to perpetrate any form of fraud, and/or software, film or music piracy
Stealing, using, or disclosing someone else's password without authorization

Downloading, copying or pirating software and electronic files that are copyrighted or without authorization



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- Sharing confidential material, trade secrets, or proprietary information outside of the POSL
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the POSL, its products/services, colleagues and/or customers
- Introducing malicious software onto the POSL network and/or jeopardizing the security of the electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to POSL purposes or activities
- Passing off personal views as representing those of the organization

CHAPTER FIVE: EMAIL ACCEPTABLE USE POLICY

5.0. Purpose

The purpose of this email Policy is to provide guidance about acceptable use of sending or receiving email messages and attachments, on any ICT facilities including hardware, software and networks provided by PoSL.

The Policy also describes the standards that users are expected to observe when using these facilities for email, and ensures that users are aware of the legal and other possible consequences attached to inappropriate use of the facilities.

This email Policy also specifies the actions that PoSL will take in the investigation of complaints received from both internal and external sources about any unacceptable use of email that involves PoSL ICT services and network.

5.1. Unacceptable Use

Members of Parliament and staff of Parliament are mandated to use POSL official email account for all official correspondences for POSL.

PoSL email system should not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin.

PoSL network users who receive any emails with this content from another staff or an outside party should report the matter to their Heads of Department immediately.



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No MP, staff, consultant, advisor, or other authorized user is to create or transmit an email that purports to represent PoSL other than the PoSL's approved and managed domain: www.parliament.gov.sl

5.2. Personal Use

Using a reasonable amount as maybe permitted, decided and defined by the Deputy Director ICT Unit of PoSL's resources for personal emails is acceptable, Sending chain letters or joke emails from PoSL's email account is unacceptable. Virus or other malware warnings and mass mailings from PoSL shall be approved by the Deputy Director ICT Unit before sending. These restrictions also apply to the forwarding of mail received by any PoSL staff.

CHAPTER SIX: INTERNET ACCEPTABLE USE POLICY

6.0. Purpose

This Internet Acceptable Use Policy (the "IAUP") has been designed to protect PoSL, staff, MPs and any Internet users in the vicinity of the PoSL network, from inappropriate, illegal or otherwise objectionable activities.

All users using the PoSL ICT resources are required to have to read this policy prior to accessing the internet.

All internet users in PoSL must abide by this policy. Any violation of this policy may result in the immediate suspension or termination of your access to the internet service. By using the internet, users agree to abide by the terms of this IAUP.

If users do not agree to be bound by these terms, they should immediately stop the use of the internet service of PoSL.

6.1. Unacceptable Activities

Users are not allowed to watch movies, pornographic movies and posting elaborate pictures, videos etc. using POSL hardware, software and network resources during working hours from 08:00 to 5:00 pm. If caught the necessary disciplinary measures will be taken as stipulated in the policy.

Users may not use the internet in a manner that violates any applicable local, or international law, order or regulation.



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Additionally, users may not use the internet service to: post, blog or tweet in a political manner using social media application such as Whatsapp, Facebook, twitter, Instagram, to name a few; Post, tweet and blog containing vulgar or obscene words or images; Post any video and/or audio of Parliamentary proceedings, unless authorized by the Clerk of Parliament;

Users should not communicate or reveal confidential information that belongs to the PoSL unless authorized by the Clerk of Parliament;

Users should not take part in any fraudulent activities, including impersonating any person or entity or forging anyone else's digital or manual signature. Invade another person's privacy, stalk, harass, or otherwise violate the rights of others.

Users should not Post, transmit, or disseminate content that is illegal, threatening, abusive, libelous, slanderous, and defamatory, promotes violence, or is otherwise offensive or objectionable.

Users should not inhibit, or otherwise interfere with the ability of any other person to use PoSL ICT services, including, without limitation, by posting or transmitting any information or software which contains a virus, lock, key, bomb, worm, Trojan horse or other harmful feature.

Users should not resell or redistribute the internet to any third party via any means including but not limited to wireless technology.

Users may not use the Service to harm or attempt to harm a minor, including, but not limited to, by hosting, possessing, disseminating, or transmitting material that is unlawful, including child pornography or obscene material.

CHAPTER SEVEN: DATA PROTECTION POLICY

7.0. Purpose

The ICT Unit is committed to providing users with access to PoSL resources on the network. In support of this accessibility policy, a new user is issued with a unique log-in username and password to permit access to the PoSL network resources.

Users must take reasonable precautions to prevent unauthorized use of his/her computer account. In addition, users must ensure, in so far as practicable, that the computer he/she is using, is not for unauthorized purposes.

Once the new users account is set-up, the user can then change his/her password.



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Users are expected to safeguard their official emails password and their domain login to avoid data breach/network breach insecurity.

7.1. Changing Password

For security reasons, every user is required to change password on a regular basis as dictated by the ICT Unit.

If the user password expires, they will be logged out of the system.

7.2. Password Restrictions

The minimum length of passwords in the PoSL's ICT systems will be set by the ICT Unit.

Users are encouraged not to reuse any of their past passwords.

The minimum age for a password before it can be changed again will be set by the ICT Unit.

The PoSL reserves the right to hold users liable for damages caused by the user's failure to protect the confidentiality of their password. Users who repeatedly neglect the importance of securing their computers using appropriate passwords will be subjected to either restricted access or possible disciplinary action directed by the Clerk of Parliament as stated in this policy.

7.3. Loss or Theft of Confidential Information

Any loss or theft of confidential information should be reported to the Head of ICT unit. A breach of security and/or confidentiality could range from computer users sharing passwords to the loss or theft of confidential information either inside or outside the POSL. A security incident is any event that has resulted or could result in: The disclosure of confidential information to any unauthorized person.

The integrity of the system or data being put at risk, the availability of the system or information being put at risk, Manipulation of POSL systems that could have a negative impact on our reputation, threaten personal safety or privacy, lead to a legal obligation, penalty or financial loss, or disruption of activities

User Access Procedures

New User Requests Procedure

HR is responsible for requesting a new user account for employees.

These requests must be made in writing and state the following details for the new staff:



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- New staff name
- The Job Title and Department/Unit
- Line Supervisor
- Start Date
- Personal Email
- Preferred name (this is used to create the POSL e-mail address), New user profiles and access to POSL systems will usually only be granted if a valid employment letter is in place.

An exception to this will be third party support providers or contractors working on POSL Systems – in this instance a confidentiality agreement must be in place and signed by both parties.

Any exceptions to this must be authorised by the Head of ICT Unit.

Each user will be issued an electronic copy of the ICT Acceptable Use Policy for Members and staff before their password is issued – this will be sent to their personal email address as well as their official email address.

Confirmation in writing that this has been read and understood must be received in order to authorize their access to the systems.

The ICT unit will make best efforts to ensure that the New User will be issued their login details the morning of their scheduled start date, providing at least 48 hours' notice has been given.

If the role is a new additional computer request form must be submitted to the ICT unit by the line supervisor of the department.

Levels of Access:

Wired/WIFI Internet Access

The Wired/WIFI Internet Access are given to users to perform parliamentary business and office related work for the smooth running of administrative functions and to enhance both internal and external communications amongst Members, staff and guests.

There are various levels and connectivity access to the internet which are categorized as follows:

146 Members of Parliament will have intermittent access to the Wired/WIFI internet to access parliamentary documents and undertake research.



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Only middle level and senior level staff are permitted to have access to the Wired/WIFI internet facility for office work.

Official Email:

Official email address will be created for Members of Parliament to receive official parliamentary business documents and to communicate on official matters.

Only middle level and senior level staff will have official email address which will be used to communicate official matters within and out of Parliament.

7.4. Available Protection

All POSL data should only be stored on computers/tablets that are password and anti-virus protected, that should be joined to the POSL domain and provided by the POSL. Use of devices not procured by POSL should be authorised by the head of ICT unit.

POSL password policy will enforce password protocols for devices registered on the POSL network but any other devices used to hold POSL data should also be password protected. The computer hard drives will be encrypted using Bit-Locker for users running Windows 10.

POSL information should normally be stored only on central POSL systems and not kept on other devices. Reasonable exceptions can be made, e.g. using a memory stick in order to print documents while travelling, but the information should be deleted from the other device as soon as possible. Should a User propose to work on POSL data or other material using third party equipment prior approval of the head of department or the Committee Clerk in charge of the Committee is required and PSOL reserves the right to make whatever investigations it deems necessary in order to check the equipment and its location are safe to use and the User agrees to give full access to the equipment for this purpose.

Parliament automatically blocks specific categories of websites that may cause a threat to the Parliamentary Network. This measure will be introduced to help adhere to the above policy and for your network protection.

The ICT Unit provides antivirus software and firewalls to protect Parliamentary users from malicious attack; these systems are regularly updated and tested.

The use of strong passwords, screen savers and timed lockouts will be fully implemented that will offer protection against unauthorized access.



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Computers and other equipment will have users' limitations to protect it from harmful usage and unwarranted damages, such as CD/DVD-ROM, USB peripheral ports etc. will be blocked to prevent improper usage.

To avoid excessive usage and worked distraction; Social media sites and movies sites such as Youtube, Facebook, Bit torrents sites etc. will be blocked from Mondays to Fridays.

CHAPTER EIGHT: ICT EQUIPMENT ACQUISITION PROCESS

8.0. Purpose

Currently, PoSL acquires computers through several different revenue sources, each of which has different oversight and decision-making. These revenue sources include the annual government budget, donations from development partners, and grants to a program or project. Formal, central oversight of all of these purchases or any procedures for considering the impact of the purchases on the institution is exercised by the Parliamentary Service administration with advice from the Finance Department and ICT Unit.

Some of the problems that may arise as a result of multi-sourcing are listed below:

Because computers can be acquired through multiple funds, identifying a single enforceable mechanism to ensure that equipment purchased conforms to any standard is challenging.

This may result in purchases of equipment that cannot be adequately supported, to the detriment of PoSL's overall mission;

The use of older computers or peripherals that have been donated may not be cost-effective. This widens the gap between the most and least powerful/flexible computers, and increases the number of versions of software (applications, operating systems, printer drivers, etc.) and hardware (including parts) that must be actively supported.

Before donated computers can be linked to the POSL LAN or supported by ICT infrastructure they must be reviewed and approved by ICT Unit

As the number of PoSL owned computers increases, the number of staff dedicated to supporting their use needs to increase proportionately. We cannot expect to continue growing our computing facilities without significant staff growth to aid in supporting PoSL owned computers;



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Donations/acquisition made for departments on equipment that have general purposes has bone of contention, sometimes the staff would say this equipment is exclusively for our department nobody else would use it, even if the equipment is a general purpose system.

As the Member of Parliament in a Committee/staff in the department may want to protect it as if it is their personal property, they sometimes say it was bought for us we will decide how to use it, when to use it and who will use it.

To alleviate this situation, the following statement overrides all other considerations. All equipment/software that is purchased for any Committee/departments/units by any funding source and also POSL budget, belongs to PoSL and is subject to be used for the general good for the Parliament of Sierra Leone and also be regulated by the POSL ICT Acceptable Use Policy.

8.1. ICT Equipment Acquisition Process

It is the intention of this document to simplify and rationalize the procedure for obtaining additional new or used computing equipment.

This is an internal process in compliance with the NPPA standards

Any request for computing equipment should be submitted through the Head of Department.

Following approval by the Clerk/Deputy Clerk of Parliament, the request then goes through the Finance Director to ascertain if there are available funds and if it were budgeted in the annual budget, it will go through the Deputy Director ICT for technical verification and to provide specification, it will be sent to the Transport and Procurement Department for acquisition, but before going to procurement for Acquisition, it needs to fulfill the following written criteria with approval signature by the Deputy Director of ICT Unit, which are as follows:

1. Assessment and verification of the old equipment to write off depreciation for replacement
2. Provision of Technical specification from the ICT unit, with a written approval from the Head of ICT unit.
3. After Acquisition and delivery, it should be in the store for ICT verification on the standard specification.



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4. ICT related equipment, toners etc. should not be removed from the store, until it goes through detail ICT verification and checks to ascertain its quality, genuineness, and if it meets the standard ICT prescribed specifications. The Head of ICT Unit should be informed to undertake the necessary verification and checks in the store before it is delivered to the user.

5. The request should include at least: the equipment/software required, the purpose for the equipment/software, where the equipment will be located (or who will be responsible if mobile),

The Procurement Department will answer questions and provide vendor addresses or suggestions to help determine the needs, whether they are hardware or software.

CHAPTER NINE: MONITORING AND INSPECTION

9.0. Introduction

PoSL ICT Unit may inspect and protect internet traffic to and from to ascertain data integrity and prevent intrusion, e-mail files and computer records will be securely protected with Email Security Firewall and a data centre firewall to prevent hacking into Members and staff emails and also to ensure that Users do not abuse the system.

Reasons for review include, but are not limited to: system, hardware, or software problems; general system failure; a suspected violation of this policy; a need to perform work or provide a service when the user is not available; or any other reason as determined by the Deputy Director of ICT. They will be inspected in accordance with this policy and related ICT guidelines.

The ICT Committee will recommend sanctions and punitive measures to the Parliamentary Service Commission for any misuse or abuse of the ICT systems.

The ICT Unit intends to develop a system that will monitor both incoming and outgoing data (voice and text) to properly secure POSL data in terms of:

- ⇒ The time and date of data transmission
- ⇒ The sender and recipient
- ⇒ Time taken to answer and to disseminate the information etc.

PoSL intends to have security and logging software that monitors and records the details of any network activity in which users transmit or receive any kind of file.



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For any breach of this Policy the Parliamentary Service Commission will levied the appropriate penalty on the user, as stipulated under the corrective measures section.

In addition to the above, random checks will be carried out on these records from time to time to ensure compliance with this policy.

This monitoring capacity will however be utilized in cases of suspected misuse of the entire PoSL data and network system.

9.1. Corrective Measures

The ICT Unit with the support of the Parliamentary Service Commission and the unanimous approval by Members of Parliament and staff will ensure the uniform enforcement of this Policy.

Failure to comply with this policy may result in punitive actions in accordance with the relevant processes as stipulated.

The actions and responses for a breach of the Acceptable Use Policy are stipulated in the aforementioned penance for infractions which includes:

1. Verbal warnings
2. Official Query letter
3. Revocation of access privileges
4. Withdrawal of ICT systems
5. Repayment/replacement by the culprit of damage hardware/software/network systems

These disciplinary measures will be assessed and actions will be taken based on the level of the breach.

9.2. Compliance to the ICT Acceptable Use Policy

All users and any external party using POSL ICT resources must comply with the ICT AUP.

The ICT Unit will periodically check to ensure compliance and will enforce this Policy.

Users who violate this Policy will be subject to restricted access by the ICT Unit, with appropriate delegated authority from the Clerk of Parliament, and/or report to the Clerk of Parliament for appropriate disciplinary action.



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As MPs and staff of Parliament, they are expected to read, understand, and comply with the terms of these policies that will be reviewed annually. If you have questions, ask for clarification from your ICT support contact or from the ICT Unit.

9.3. Reporting

Any actual or suspected breach of the ICT policy must be reported to the Deputy Director of ICT or to any staff of ICT Unit, who will take appropriate action and inform the relevant internal and external authorities.

9.4. Review of ICT Policy

The effectiveness of this Policy and Procedures will be reviewed by the ICT Committee in a yearly basis and the ICT Committee should monitor the activities of the ICT unit in a yearly basis.

Any amendments made as required, are to be approved by the Parliamentary Service Commission and implemented by the Clerk of Parliament.

This policy document may be reviewed annually or whenever required by the ICT Committee and approved by the Parliamentary Service Commission to ensure relevance of policies and procedures and provision to cover other ICT services as they become available and when needed

9.5. Other considerations

Personal ICT equipment: MPs, PoSL Staff and users are not encouraged to bring their own computers to work for extended time periods. PoSL is not responsible for loss or damage of such equipment or for maintenance and support. The individual takes full responsibility for such risks.

Removing PoSL owned computers from workplace: If a user needs to take equipment home in order to complete a task, they may do so upon approval from their Heads of Department and the Deputy Director ICT; by a written memo approved and signed by the Head of Department and sent to the ICT Unit.

PoSL owned equipment will not be supported when removed from PoSL office.



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APPROVAL AND AUTHORIZATION FORM

Written by:

Name: Rev. Joseph Conteh

Designation: Deputy Director ICT Unit

Signature:

Date:

Approved By:

Name: Hon. Paran Umar Tarawally

Designation: Clerk of Parliament of Sierra Leone

Signature:

Date:

Adopted and Endorsed by the Parliamentary Service Commission headed by:

The Rt. Hon. Dr. Abass Chernor Bundu

**Designation: Speaker of Parliament and Chairman of the Parliamentary Service
Commission**

Signature:

Date: