



**Policy on Information and Communication Technology of
Faculty of Medical Sciences**

University of Sri Jayewardenepura

Policy Title

Policy on Information and Communication Technology of Faculty of Medical Sciences

Policy Number

xxxx

Functional Areas

Academic/Research/Administration

Effective dates

Approving Authority

The Council, University of Sri Jayewardenepura

Administrative Responsibility

IT Unit coordinator, Dean of the Faculty of Medical Sciences

.....

1. Rationale

Information and communication technology (ICT) play a significant role in administrative, academic and research activities of the Faculty of Medical Sciences, University of Sri Jayewardenepura. Adequate infrastructure facilities, human resources and uninterrupted internet facilities are required for the smooth functioning of the faculty activities. Introduction of ICT-based teaching activities to the curriculum necessitates the need of a policy on managing and improving ICT facilities. The ICT policy is prepared to be implemented in the Faculty of Medical Sciences to utilize ICT facilities for improvement in the student learning experience and support the staff in reaching the goals of the faculty.

The key objectives of the ICT policy of the Faculty of Medical Sciences shall be:

- To provide ICT facilities to every member in the faculty without discrimination of ethnicity, caste, language, religion, gender, differently-abled persons, place of residence or on economic levels.
- To provide efficient ICT-related services to students and teachers in all aspects of teaching, learning, research and administration.
- To develop and design all ICT related services to cater to student needs in learning, examinations and research.

- To maintain confidentiality, security, integrity and availability of information especially data relating to examinations and finances.
- To host teaching materials in the Learning Management System (LMS).

2. Scope

This policy applies to all staff members, students and visitors who will use ICT services provided by the Faculty of Medical Sciences.

3. Related Documents

This policy is formulated in accordance with the policy document titled "Policy on Information and Communication technology" by the University of Sri Jayewardenepura (2018).

4. Policy Statement

This policy will ensure an appropriate, effective and safe use of ICT services and access to such services provided by the Faculty of Medical Sciences.

5. Abbreviations

ICT; Information and communication technology, LMS; Learning Management System, CITS; Center for Information Technology Services, SLCERT; Sri Lanka Computer Emergency Readiness Team, LAN; Local Area Network.

6. ICT Policy

6.1 IT Management Policy

- Faculty of Medical Sciences will have a central coordinating "IT unit" for all ICT-related functions within the Faculty.
- The faculty policy will be in alignment with the main University ICT policy.
- Faculty shall install a backup system to archive confidential data
- Faculty will maintain a database of teaching and learning audio/video material produced by the academic staff
- All software installed in the Faculty of Medical Sciences computers shall be licensed or open source and updated to the latest version
- All email accounts of staff members shall be retained for a period of one year after date of retirement or resignation. Extensions will be granted on request with the permission of the Dean.
- All WiFi access points installed by the faculty and connecting to the university network shall be authorized by the CITS.

6.2 Policy on ICT in Teaching, Learning and Examinations

- Suitable teaching material shall be uploaded to the LMS and learning material will be kept up-to date
- Faculty will maintain its own LMS and it will be structured in a user-friendly system for easy access by students
- Faculty of Medical Sciences will have its "Examination Unit" to provide facility to securely administer processing of examination results which include entering, publishing and storing of results
- All exam results shall be published through the Faculty website
- Databases containing exam results shall not be connected to the Faculty or University network

6.3 Policy on Procurement of ICT-related Goods

- Procurement of ICT related goods for the IT unit, faculty of Medical Sciences will be authorized by the IT unit coordinator.
- Procurement of ICT related goods will be coordinated with the Center for Information Technology Services (CITS) to ensure where compatibility needs to be ensured with the campus-wide network.
- New buildings will include a computer network and an intercom wiring plan prior to commencement of construction
- Faculty of Medical Sciences will designate a person/s who is/are an expert in ICT-related goods to function as a member of technical evaluation committees for the procurement of ICT-related equipment

6.4 Policy on ICT in Web Presence

- The Faculty of Medical Sciences official web address will be www.medical.sjp.ac.lk.
- All content on the website shall reflect the vision and mission of the Faculty of Medical Sciences
- Content that is obscene, misleading or offensive to any ethnic group, gender, accepted religion, culture or to any tradition of Sri Lanka will not be included on Faculty of Medical Sciences website.
- Faculty shall obtain a secure web address with SLCERT certificate to the faculty domain which will be annually renewed.
- Commercial advertisements will not be published on the faculty website without written permission of the Dean
- All departments, units and centers shall have a separate page and a link to access in the faculty website

- Any copyrighted material shall not be uploaded without permission.
- All official documents such as circulars, notices, forms will be available on the faculty website
- Official email addresses provided by University of Sri Jayewardenepura should be displayed on staff contact details in the faculty website
- Faculty prospectus shall carry all official email addresses of staff members and officers.
- No personal domain names will be used with the official domain name
- Faculty of Medical Sciences will respond to queries directed to fms@sjp.ac.lk and such responses shall be monitored.
- Content for department webpages shall be provided by the relevant departments and uploading, managing such content shall be by the Dean's office and/or a dedicated team of the Faculty of Medical Sciences. Content shall be updated regularly.

6.5 Policy on ICT for Local Area Network (LAN) in the Faculty of Medical Sciences

- Users should ensure that latest software security patches and updates are installed to their computers to prevent network intrusions or attacks.
- Users shall not store highly confidential documents such as pending exam papers on the computers connected to the faculty or university network.
- Faculty of Medical Sciences shall maintain its own database containing students' network accounts.

6.6 Policy on ICT in Human Resources

- All centralized ICT services will be administered and managed by the IT unit of the Faculty of Medical Sciences
- IT unit coordinator will be the head of the IT unit
- LMS and IT committee of Faculty of Medical Sciences will act in an advisory capacity to upgrade facilities and resources as necessary. IT coordinator will be a member of the committee.
- Adequate technical and administrative staff will be assigned to the IT unit depending on the requirement
- IT Unit will be under the direct purview of the IT coordinator and supervised by the Dean with adequate staff to handle faculty-wide network
- Routine programs shall be conducted to train technical staff of the IT Unit by the faculty.