



IT AND LMS COMMITTEE
Faculty of Medical Sciences
University of Sri Jayewardenepura
Gangodawila, Nugegoda, Sri Lanka



Policy on Information & Communication Technology (ICT)

IT & LMS Committee
Faculty of Medical Sciences
University of Sri Jayewardenepura

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Version 2



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1. Purpose

Information and Communication Technology (ICT) plays a critical role in the **academic, research, clinical, and administrative functions** of the Faculty of Medical Sciences (FMS). The purpose of this policy is to establish a **clear governance framework** for the effective, secure, ethical, and sustainable use of ICT resources within the Faculty.

This policy seeks to:

- Enhance the **quality of teaching, learning, and assessment**, including ICT-based educational activities
- Support staff and students in achieving the **strategic objectives of the Faculty**
- Ensure the **confidentiality, integrity, availability, and security** of information assets
- Provide continuity, accountability, and institutional oversight for ICT systems

2. Scope

This policy applies to all:

- Academic staff
- Academic support staff
- Non-academic staff
- Undergraduate and postgraduate students
- Visiting academics, researchers, collaborators, and external parties



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It covers all ICT infrastructure and services provided, managed, or authorised by the FMS, including:

- Learning Management Systems (LMS)
- Faculty websites and official digital platforms
- Email and communication systems
- Databases, repositories, and digital records
- Audio-visual, multimedia, and online learning resources
- Faculty-managed social media and online channels

3. Policy Alignment and Related Documents

This policy is formulated in alignment with:

- The [University Policy on Information and Communication Technology](#)
 - Applicable university regulations, codes of conduct, and data protection requirements
- The [PERSONAL DATA PROTECTION ACT, No. 9 OF 2022](#)
- Where conflicts arise, **University-level policies shall take precedence.**

4. Policy Objectives

The objectives of this policy are to:

1. Ensure **equitable access** to ICT facilities without discrimination
2. Provide **efficient, reliable, and secure ICT services** for teaching, learning, research, and administration
3. Maintain the **confidentiality, security, integrity, and availability** of all information assets, particularly examination, student, and financial data
4. Promote **consistent, high-quality digital teaching and learning**, including structured use of the LMS
5. Reduce **ICT and cybersecurity risks** through appropriate governance and controls
6. Support **innovation and digital transformation** in medical education and research
7. Ensure **sustainability, continuity, and institutional memory** of digital systems



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5. Governance and Oversight

5.1 Dean

The Dean shall have overall responsibility for ICT governance within the Faculty and shall:

- Approve major ICT initiatives and policies
- Ensure alignment with University ICT governance
- Oversee risk management related to ICT systems

5.2 IT & LMS Committee

The IT & LMS Committee shall function as the **primary advisory and governance body** for ICT within the Faculty and shall:

- Recommend ICT policies, guidelines, and SOPs
- Advise on strategic planning and prioritisation of ICT initiatives
- Monitor compliance with this policy
- Support continuous improvement of ICT services

5.3 IT Unit

- The Faculty shall maintain a **central coordinating IT Unit** for all ICT-related functions
- The **Faculty Web administrator** and **LMS administrator** be responsible for day-to-day operations
- The IT Unit shall operate under the supervision of the Dean, respective unit heads, and IT & LMS Committee

6. Acceptable Use of ICT Resources

All users shall:

- Use ICT resources only for **authorised academic, research, clinical, or administrative purposes**
- Protect login credentials and system access
- Avoid unauthorised access, misuse, or disruption of systems
- Comply with professional, ethical, and institutional standards

Misuse may result in **restriction of access or disciplinary action** in accordance with university regulations.



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7. Information Security and Data Protection

The Faculty is committed to safeguarding all information assets.

Accordingly:

- Access to systems shall be **role-based and authorised**
- Sensitive data (e.g. examinations, student records, financial data) shall be securely stored and processed
- Regular **data backups** shall be maintained
- Highly confidential materials (e.g. pending examination papers) shall **not** be stored on network-connected computers
- Software security patches and updates shall be applied promptly
- Suspected ICT security incidents must be reported immediately

8. Teaching, Learning, and Assessment Technologies

- The LMS shall be the **primary official platform** for digital teaching and learning
- Teaching materials uploaded to the LMS shall be **appropriate, current, and regularly reviewed**
- ICT systems used for assessments shall ensure **security, accuracy, traceability, and integrity**
- Examination databases shall be appropriately secured and isolated as required
- Publication of results shall follow approved Faculty and University procedures

9. Digital Content and Online Presence

All digital content published under the authority of FMS shall:

- Reflect the **vision, mission, and professional standards** of the Faculty
- Comply with copyright, intellectual property, and ethical requirements
- Avoid content that is misleading, offensive, or inappropriate
- Use **official University email addresses and domains only**
- Be subject to review, updating, and monitoring

The Faculty website and official online channels shall be **centrally governed**, with content responsibility shared between departments and the Dean's office or designated teams.



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10. Procurement and Use of ICT-Related Goods and Software

- Procurement of ICT-related goods shall be authorised through the **IT Unit**, in coordination with University ICT services where required
- Only **licensed or approved open-source software** shall be used
- ICT expertise shall be represented on technical evaluation committees
- New buildings shall include appropriate ICT and network infrastructure planning

11. Innovation, Research, and Emerging Technologies

The Faculty encourages responsible innovation in:

- Educational technologies
- Data analytics and dashboards
- Artificial intelligence and decision-support systems

Such initiatives must comply with:

- Ethical standards
- Data protection requirements
- Faculty and University governance processes

12. Training and Capacity Building

The Faculty shall promote:

- Regular ICT training for staff and students
- Awareness programmes on cybersecurity and data protection
- Support for digital literacy and emerging technologies

13. Compliance, Monitoring, and Review

- Compliance with this policy shall be monitored by the **IT & LMS Committee**
- Non-compliance may result in corrective action as per University regulations
- This policy shall be reviewed **at least once every three years**, or earlier if required

14. Effective Date

This policy shall come into effect upon approval by the **Faculty Board of the Faculty of Medical Sciences**.