

**POLICY ON ADMINISTRATION
OF STUDENTS TABLETS/ LAPTOPS AND WIFI ACCESS**

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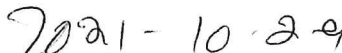
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Recommended:



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**Me R.J. Maisela
Head of Department**

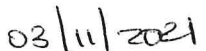

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Date

Approved:


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**Me N.A. Ndalane, MPL
Member of Executive Council
Limpopo Department of Agriculture and Rural Development**


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Date

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1. ACRONYMS AND ABBREVIATIONS

AO	Authorising Authority
HOD	Head of Department
ICT	Information Communication Technology
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council

2. EXECUTIVE SUMMARY

This Procedure Manual for administration of student tablets/laptops explains administration processes for efficient use of Information and Communication Technology (ICT) tools allocated to students at Tompi Seleka College of Agriculture. While the colleges aspire to provide quality teaching and learning, these resources are intended to support and cushion the interest of students towards the attainment of their qualifications with reasonable level of knowledge, skills and values required in the modern world.

3. INTRODUCTION

Tompi Seleka College of Agriculture aspires to be a centre of excellence in training and development in agriculture. As part of the mission, the use of ICT tools such as tablets are of a necessity. Students of Tompi Seleka College of Agriculture shall when the budget allows be allocated tablets/laptops and access to WIFI for internet link in use of the allocated devices or own devices. These resources are intended to support teaching and learning related activities, research and other administrative functions at the college. Students as users of these devices and WIFI services have duty to ensure that they are cared for and used efficiently for achievement of future career objectives. It is important for the students to behave in a responsible, ethical, and legal manner while making use of the devices and the WIFI service. In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the acceptable use policy or guidelines, the college will take disciplinary action, including the restriction and possible loss of network privileges. Individuals are also subject to national

laws and legislation governing many interactions that occur on the Internet. These policies and laws are subject to change as technologies evolve.

4. PURPOSE

Purpose of this policy is to provide the framework that enables for the college to manage the exposure of students to the world of technology thereby providing students with the opportunity to augment their learning content by going beyond the limit of the modules offered across the spectrum of Agriculture.

5. OBJECTIVES

- a.)To harmonies implementation technology aided learning on the part of students at Tompi Seleka College of Agriculture.
- b.)To ensure that the students are not at a disadvantage and are able to communicate with their lecturers and peers whenever it is convenient to do so and are able to excel in their academic endeavors.
- c.)To cultivate an awareness on the use of Information technology tools as educational demands are not static.
- d.)To help students to be able to receive and send mails, assignments, or any other academic related activity.
- e).Outline the conditions of use and consequences of misuse of allocated ICT tools and WI FI services.
- f.)Regulate the management and disposal of ICT tools allocated to students.

6. AUTHORITY

This Policy has been drawn on the authority of the Member of the Executive Council (MEC) for Agriculture and Rural Development and the Head of Department (HOD) as Accounting Officer of the department.

7. LEGISLATIVE MANDATE

This policy draws mandate from the following legislation which inform the administration of the tablets:

- Constitution of the Republic of South Africa, 1996
- Electronic, Communication and Technology Act
- Public Finance Management Act, Act 29 of 1999
- Norms and Standards for Agricultural Training Institutes of South Africa, May 2011

8. SCOPE OF APPLICATION

This policy is applicable to ICT tools and WIFI services provided by the Tompi Seleka College of Agriculture to students. ICT tools cover tablets, laptops and associated consumable items.

9. DEFINITIONS

- Department : Limpopo Department of Agriculture and Rural Development
- ICT tools : This relates to all technological devices such as tablets, laptops and associated consumables provided by the College to enhance effective adequate teaching and learning services to students.
- Sponsor : A commercial or charitable organization providing full, or part funding of a student's support of ICT tools
- Non-compliance : The action of use of the device for any purpose other than academic related matters by a student.
- User : Student or any person using an ICT tool or WIFI service of Tompi Seleka College of Agriculture.
- Consumable items : May refer items that are capable of being consumed, destroyed, wasted, discarded or spent. e.g. ink cartridges, paper, etc.

10. RESPONSIBILITY

- Students are expected to demonstrate appropriate and responsible behavior when using ICT tools and WIFI Services.
- Students are expected to comply with the specified guidelines and rules set.
- Necessary disciplinary action will be taken against students who disregard this policy.
- Students are personally responsible for keeping their device up to date and secure.
- Maintenance and repair of any device must be done by students.

11. POLICY PRONOUNCEMENTS

1. Inventory planning

- a. Store facility- ICT Tools/items should be kept in strong room until they are issued to the students or individuals
- b. Once Items are delivered into the institution, they must be recorded in the departmental books and then be kept safe
- c. Each item should have SLD 4 and SLD 5 or serial numbers which must be used when recording them
- d. No one person should enter the strong room without the supervision of the management personnel

2. Procurement of ICT tools and WIFI service

- a. Procurement of both ICT tools and WIFI shall be in line with the procurement guidelines of LDARD.
- b. These items can only be procured if there is a need for the ICT tools items to be procured.
- c. The item to be procured should have the sufficient budget to avoid misallocation.
- d. Sufficient storage should be available before procurement of ICT tools can take place

a. Storage and Management of ICT tools

- a. Only legitimate people should be allowed to enter the strong room and issue out the ICT tools.
- b. Keys to the strong room will be kept by inventory management unit/ legitimate personnel.
- c. Stores Officials should check the delivered items against the delivery note during the delivery, or when delivery takes place

b. Regulations of use of ICT Tools and WIFI services

- i. It is the responsibility of the student to take good care of the tablets and not to bump the tablet against lockers, walls, car doors, floors, etc. as it will eventually break the screen
- ii. Students who will be suspended due to poor performance, gadgets will be taken from them – they will need them when are readmitted after the suspension)
- iii. Students who drop out will need to pay for them at a market related price.
- iv. It is the responsibility of the student to replace the tablet if is rendered dysfunctional or damaged while it is under the student's care, unless if the terms and conditions of warrantee / guaranty covers for such damage.
- v. Students must not use these facilities to possess or transmit any illegal or illicit material using the college Wi-Fi services
- vi. Students should never try to hack or interfere with other student's account
- vii. The students shall use the tablets and Wi-Fi services for educational purposes during online teaching and learning time and personal studies.
- viii. Students must not display offensive material
- ix. Cyberbullying is illegal and is strictly prohibited.

c. Methods of Disposal

The following are disposal methods which may be used by the institution:

- a) Donation to students upon completion of their studies
- b) Public auction
- c) Disposal through trade-ins

d) Scrapping

The accounting officer shall make use of a provincial auctioneering contract arranged from time to time to dispose inventory or consumables items

Where necessary the AO may trade-in assets on the purchase of new item to off-set the purchase price. This method may be convenient to upgrade the existing methods

Donation to student may be done since the items may no longer function as original and new students may not appreciate the old items for use.

d. Inventory register

Inventory register must be kept safe in the strong-room or stores.

12. DEFAULT

No deviations from this procedure manual shall be allowed. Stipulations from this procedure manual need to be always followed. Should any deviation be needed, it will only be allowed after written permission from the HOD

13. INCEPTION DATE

This policy will be in force with effect from the date when it has been approved by the MEC. At all costs, it must be observed since it provides the framework within which the supplied tablets must be utilized.

14. REVIEW DATE

This Policy will be reviewed every 3 (three) years or as and when a need arise or might be replaced by a Policy from the national Department of Agriculture, Forestry and Fisheries at any time.


Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

15. ENQUIRIES

All enquiries regarding this Policy, should be directed towards: Tompi Seleka College of Agriculture at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

Recommended:



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Me R.J. Maisela
Head of Department

2021-10-24
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Date

Approved:


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Me N.A. Ndalane, MPL
Member of Executive Council
Limpopo Department of Agriculture and Rural Development

03/11/2021
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Date