



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
ROADS AND TRANSPORT**

ISSUE AND USAGE OF WIRELESS DATA CARDS POLICY

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1. Rationale

- 1.1 In today's technologically advanced information society, internet and e-mail plays a critical role in the way organizations conduct business or transactions.
- 1.2 Similarly in public service, this impacts on government service delivery to internal clients, stakeholders and citizens. Thus, there is a need for constant access to e-mail and internet facilities for qualifying officials.

2. Purpose

- 2.1 The purpose of this policy is to provide a regulatory framework on the provision and usage of wireless data cards for remote access to e-mail and internet facilities.
- 2.2 The Limpopo Department of Roads and Transport (LDRT) has selected 3G HSDPA wireless data cards as a product of choice; that will offer services of broadband in the most efficient manner.

3. Qualifying Criteria

- 3.1 Wireless data cards shall only be issued to the MEC, HOD, members of Senior Management Service, MEC's support staff and HOD's support staff as a standard work tool/facility.

4. Procedures

- 4.1 Logistics services shall be responsible for acquiring wireless data cards from an approved service provider. The standard package that must be ordered shall not exceed 500 megabytes per month.
- 4.2 This must be capped to 500 megabytes to ensure that users do not exceed this limit which will have additional financial implications to the department.
- 4.3 No official shall request different packages as to the standard recommended package.
- 4.4 Once Logistics has received the wireless data cards, the requesting official must be notified. The official must acknowledge receipt of delivery of the wireless data card from the issuing officer.
- 4.5 The official should then log a call at the GITO Helpdesk to connect and configure the wireless data card.

4.6 The GITO is not responsible for logistical functions with regards to acquiring, monitoring and disposal of wireless data cards.

4.7 The GITO is only responsible for installation and configuration.

5. Usage of the wireless data card

5.1 The primary purpose of a wireless data card is to enable remote access to e-mail and internet facilities. The recommended package allow for sufficient data transfer per month.

5.2 Under no circumstances shall officials send Short Message Services (SMS), make video calls, voice calls or subscribe for any other functionality of the wireless data card.

5.3 These are billable services from the service provider and the department will be charged accordingly for these services in addition to the normal subscription fees.

5.4 Officials who do not comply with point (5.2) shall be required to reimburse the department. Further to this, the department shall withdraw such officials wireless data cards.

5.5 Logistics will monitor the monthly usage of each card. If there is indication that officials are under utilizing the facility over a time period, such officials will be required to relinquish their card.

6. Abuse of the wireless data card

6.1 Any official not complying with point (5.2) as stated above will be in violation of this policy.

6.2 The rules and guide lines as stipulated in the LDRT Internet and E-mail Policy are applicable to officials issued with wireless data cards (downloading information and sending e-mail).

7. Custodianship and Security

7.1 Officials should always ensure that the wireless data card is securely kept to prevent damage, theft or loss.

7.2 The rules and guidelines of the LDRT Computer, Laptop and Peripheral Policy are applicable to officials issued with wireless data cards.

8. Accessing remote e-mail and internet

- 8.1 Government regulations restrict users from connecting remotely onto the government network due to security reasons.
- 8.2 Officials accessing e-mail remotely using wireless data cards must first establish an internet connection.
- 8.3 Having established this, the official must then use web mail (an internet based e-mail application) to access their e-mail.
- 8.4 The GITO will be responsible to configure web mail accounts and train users on how to access this application.
- 8.5 Web mail requires an official's user name and password (present user name and password that is used to gain network access at the office).
- 8.6 It is the responsibility of an official to safeguard his/her username and password. The LDRT Password Policy is applicable to this policy.

9. General

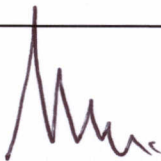
- 9.1 This policy should be applied and read in line with all relevant LDRT ICT policies.

NB: This policy is subject to change / amended and any changes will be brought to the attention of all the employees.

10. POLICY REVIEW

The policy will be reviewed annually or when necessary.

ENDORSED



HEAD OF DEPARTMENT

18/02/09

DATE

NOTE: This policy document is a blue print of the original policy that was approved by MEC Justice Piitso on 04.06.07.