



OFFICE OF THE VICE-CHANCELLOR

ONE STUDENT ONE LAPTOP POLICY

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1.0 Purpose of Policy

As the University of Ghana attains its vision of becoming a world-class research-intensive University over the next decade, it is important to upgrade the tools available to transform teaching and create an efficient learning environment.

The University of Ghana's One Student One Laptop Policy is intended to encourage, guide, and improve the learning experience of students through increasing access to affordable laptops for students. These machines equip students to have instant access to the world of information enabling them to become producers rather than just consumers of information that is available via the use of technology.

This policy subscribes to the University's mission to create an enabling environment that makes the University of Ghana increasingly relevant to national and global development through cutting-edge research as well as high-quality teaching and learning.

The objectives of the policy are as follows:

- a. To promote blended learning
- b. To enhance learning in a digital age
- c. To provide the requisite procedures to guide the process of ensuring affordable computers for students.

2.0 Applications and Scope

This policy shall apply to all units of the University and their respective students. In the absence of any agreement to the contrary, law or policy this policy shall also apply to visitors and external stakeholders of the University.

3.0 Policy Principles

The One Student One Laptop Policy covers the following areas;

- a. Ownership
- b. Monitoring
- c. Technical Support and Servicing
- d. General use and care

4.0 Definitions

Word/Term	Definition
Student	A person enrolled for the time being in the University, whether in a campus-based or distance education programme
University	University of Ghana
User	Students on the One Student, One Laptop Programme

5.0 Policy Statements

5.1 Equipment Provided

The University shall make efforts to keep all laptop configurations the same. The University of Ghana shall retain records of the serial numbers of provided equipment and ownership (student name/index number).

5.2 Ownership of Laptops

5.2.1 University of Ghana retains sole right of ownership of laptops assigned to students and grants permission for the use of the laptops according to the guidelines set forth in this policy and other University of Ghana rules and policies in relation to the University's assets and properties.

5.2.2 To ensure responsibility on the use, assigned users shall be made to return a functional laptop to the office before they are cleared for graduation or terminate the University.

5.2.3 Users who wish to keep the laptops can buy them at a discount. The returned laptops by those who are not interested in purchasing them shall be returned to the producer by the University for Refurbishment, for later assignment to other students.

5.2.4 The University shall ensure it maintains a refurbishment agreement with the manufacturing companies at all times.

5.3 Monitoring of Laptops Issued to Students

5.3.1 The University of Ghana retains the right to collect and/or inspect assigned laptops at any time, and to alter, add, or delete installed software or hardware. This shall be done through the University of Ghana Computing Systems (UGCS). This is to ensure that the laptops are used for their intended purposes and in compliance with the UG ICT Policy,

Data Protection Act, 2012(Act 843), Cybersecurity Act 2020 (Act 1038), Electronic Communications Act, 2008 (Act 775) and Electronic Transactions Act, 2008 (Act 772)

5.3.2 Monitoring shall also be done online when students have access to the internet. Students are expected at the end of each academic year to complete and submit a report on the usage of the laptops.

5.4 Servicing Support

5.4.1 The coordinating unit at UGCS shall be open to users for general support and servicing in the event that a laptop is not functioning well.

5.4.2 However, within an academic year, the student shall visit the servicing office at least once.

5.4.3 Repairs of the laptops shall be done by the University Computing Systems (UGCS) at a cost to the student and also by selected vendors as part of the after sales service. System backups shall be the responsibility of the student.

5.5 Laptop Use

5.5.1 Academic work for courses always takes priority over any other use of the laptop.

5.5.2 The following is a list of rules and guidelines that shall govern the use of the laptops. These rules apply to the use of the laptops either on campus or off campus.

5.5.2.1 Students Shall:

- a. Observe and comply with all license and copyright agreements.
- b. Keep passwords and personal information confidential.
- c. Take the laptops to University of Ghana Computing Systems (UGCS) at least once every academic year for maintenance.
- d. Adhere to the provisions of the University's ICT Policy, Data Protection Act, 2012 (Act 843), Cybersecurity Act 2020 (Act 1038), Electronic Communications Act, 2008 (Act 775), Electronic Transactions Act, 2008 (Act 772) and any other national law or University regulation.

5.5.2.2 Students shall not use laptop and network resources:

- a. To create, share, access or download material, which are abusive, threatening, hateful, harassing or sexually explicit.

- b. To alter, add, or delete any files that affect the configuration of the laptop.
- c. To conduct any illegal activity.
- d. To install any non-educative software not approved or not licensed by the University onto the laptops.
- e. To change any University network or server configuration or the configuration of the laptop.
- f. Video tape staff or students without their consent or knowledge.

5.6 Loss/Theft of Laptop Assigned to a Student

- a. Students shall immediately report loss of a laptop at the Central Coordinating Office at UGCS and file a police report at the nearest police station.
- b. Students who fail to report loss of a laptop as stated above shall pay for the discounted value of the laptop at the time of completion of their academic studies or termination.
- c. The school shall take the necessary action as per the general policies of the school upon the investigations by the police.

5.7 Laptop Care and Damages

5.7.1 General Care

- a. The operation of the laptops shall be strictly in line with the operational manual of the computer.
- b. The general policies and operational guidelines of care of the University's computers shall apply.
- c. Students shall not attempt to remove or change the physical structure of the laptop, including the keys. If these actions are taken and damage occurs, the student shall be responsible for repair or replacement cost.
- d. Students shall not remove or interfere with the serial number, or any identification placed on the computer.
- e. Students shall not do anything to the computer that will permanently alter it in any way.
- f. Students shall not put stickers or use any type of markers on the computer.

5.7.2 Laptop Damages

If a laptop is damaged, the University shall be notified immediately. UGCS reserves the right to charge the student the full cost for repair or replacement when damage occurs due to negligence by the student.

5.8 Terminating Students

Students who are dismissed, rusticated, relocating, or transferring to another institution shall return the laptop to the University.

6.0 Offences

- a. Failure to complete and submit a report on the usage of the laptop to UGCS at the end of an academic year constitutes an offence.
- b. Repair of a laptop outside UGCS constitutes an offence.
- c. Failure to adhere to the list of Rules and Guidelines listed in Clause 5.5.2 of this policy constitutes an offence.
- d. Failure to report a damage, loss, or theft of a laptop to UGCS constitutes an offence

7.0 Sanctions for Breach

A breach of any provision of this policy by a User shall be subject to disciplinary proceedings under the Statutes of the University.

8.0 Student Laptop Policy Contract

By signing below, you acknowledge that you have read the Student Laptop Policy and shall abide by the policy.

STUDENT NAME:

STUDENT INDEX NUMBER:

STUDENT SIGNATURE:

DATE:

Assented to in, 2022 under the hand of

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Justice Sophia A.B Akuffo (Rtd)
Chairperson of Council, University of Ghana

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Professor Nana Aba Appiah Amfo
Vice-Chancellor, University of Ghana