Nasarawa State University Terms of service and Rule of Engagement for All Software Systems

# Terms of Service (ToS) & Rules of Engagement (RoE)

Effective Date : [1st, July 2025]

Version : [1.0]

## 1. PURPOSE

This document outlines the Terms of Service (ToS) and Rules of Engagement (RoE) for the use of all official digital platforms developed, licensed, or hosted by Nasarawa State University, Keffi. It ensures appropriate, secure, and ethical usage of the university's software ecosystem.

## 2. COVERED SYSTEMS

This policy covers the following internal software systems:

1. Email Servers – For official communication.
2. Student Management Portal – For academic and personal student data.
3. Staff Management Portal – For managing university employee records.
4. Bursary System – For processing scholarships, grants, and student finances.
5. Journal Management System – For submission, review, and publication of academic content.
6. Biometric Automation System – For identity verification, attendance, and secure access.
7. Meeting Management System – For planning, documenting, and storing meeting content.

## 3. ELIGIBILITY & USER ACCOUNTABILITY

Access is restricted to authorized students, staff, administrators, and approved third parties. Users must log in with university-issued credentials and must not share these credentials with others. Users are fully responsible for any activity conducted under their account.

## 4. ACCEPTABLE USE

All systems are to be used strictly for academic, research, or administrative functions. Users must:
- Avoid unauthorized access to data or systems.
- Not transmit, store, or distribute malware or harmful content.
- Not use systems to harass, abuse, or impersonate others.
- Not bypass system restrictions or security controls.

## 5. DATA PRIVACY & SECURITY

All user data is processed in accordance with the University Data Protection and Confidentiality Policy. Sensitive data (including biometric and financial data) is encrypted, and access is role-restricted. Users must report suspected breaches, misuse, or data exposure immediately to the ICT Directorate.

## 6. SYSTEM-SPECIFIC RULES OF ENGAGEMENT

6.1 Email Servers
- To be used only for official university communication.
- Mass mailing must be approved by department/unit heads.
- Phishing, spamming, or abuse of the university domain is prohibited.

6.2 Student Management Portal
- Students are responsible for verifying and updating their personal data.
- Staff must restrict access to student records to official purposes only.
- Misuse of grading, enrollment, or clearance tools is a serious offense.

6.3 Staff Management Portal
- Personnel files and payroll data must remain confidential.
- Only authorized HR officers may edit staff records.
- Employee appraisals and disciplinary records must follow due process.

6.4 Bursary System
- All financial submissions must be factual and supported by valid documents.
- Falsification of financial records or student aid claims is punishable.
- Staff must not approve or disburse funds outside prescribed guidelines.

6.5 Journal Management System
- Authors must uphold academic integrity and avoid plagiarism.
- Peer reviewers must declare conflicts of interest.
- Editors must maintain fairness and confidentiality.

6.6 Biometric Automation System
- Biometric data (fingerprint, facial, iris, etc.) is collected with user consent.
- Biometric devices must not be tampered with.
- Attendance fraud or identity substitution is a violation of university policy.

6.7 Meeting Management System
- Only designated staff may initiate or record official meetings.
- Sensitive meetings must be tagged confidential.
- Meeting minutes and recordings must not be leaked or altered.

## 7. MONITORING & COMPLIANCE

All systems are monitored for usage and security purposes. Logs are reviewed periodically to detect violations. The ICT Directorate reserves the right to audit system activity.

## 8. VIOLATIONS AND SANCTIONS

Violations of these terms may result in:
- Suspension of access
- Disciplinary proceedings (for staff or students)
- Legal action for criminal breaches (e.g., data theft, impersonation)
- Academic or employment penalties based on the nature of misuse

## 9. SYSTEM MAINTENANCE & AVAILABILITY

Scheduled maintenance may result in temporary service disruption. Emergency updates or patches may be deployed without notice. Users will be informed of extended downtimes via official university communication channels.

## 10. MODIFICATIONS

Nasarawa State University, Keffi reserves the right to modify these terms. Updated terms will be communicated via email and the university portal. Continued use of the systems constitutes acceptance of the revised terms.

## 11. SUPPORT & CONTACT

For technical support, system access issues, or security concerns, contact:
ICT Helpdesk
Email: [support@nsuk.edu.ng]
Portal: [nsuk.edu.ng]