

# **ANAMBRA STATE GOVERNMENT OF NIGERIA**

## **POLICY ON PERSONAL COMPUTERS (PC) AND OTHER WORK-TOOLS**

### **1. OVERVIEW**

The Anambra State Government under the leadership of Prof. Charles Chukwuma Soludo CFR is committed to transforming Anambra State into a livable, intelligent, and tech-driven megacity.

In order to achieve this feat, the ICT Agency undertook a baseline assessment to identify the quantity of hardware infrastructure available in the public service because the lack of tools will be a hindrance to this lofty objective. The discovery of less than 300 functional Personal Computers (PCs) for a workforce of more than 10,000 people prompted the Agency to propose annual PC purchases in the course of the next four years, to shore up the numbers.

The Anambra State Government recognizes that Computers and other electronic devices are essential office equipment that boosts productivity. With the advancement of technology and online meetings, PCs have evolved into more efficient tools for accomplishing tasks, participating in meetings and conferences, and reviewing critical documents for decision-makers.

This policy aims to guide the allocation, usage, and maintenance of personal computers and other work tools provided by the Anambra State Government to its employees.

### **2. GENERAL TERMS**

This policy clarifies expectations with respect to the working tools provided by the Anambra State Government and supports the application of the same rules for all.

### **3. SCOPE AND ELIGIBILITY**

1. This policy is applicable to Political Appointees, Civil Servants in the State and Local Governments hereinafter referred to as 'Employees', and any other individuals as may be directed by Mr. Governor or the State Executive Council. It does not apply to retired or retiring employees.
2. The Anambra State Government endeavors to supply personal computers to specific groups of employees in order to facilitate the realization of the Governor's vision. However, this will be contingent upon resource availability and will require sufficient justification from the approving authorities for the State and Local Governments.
3. Such personal computers remain the property of the State and the assigned users do not have any right or interest in the said asset except utilizing such asset during the period of engagement or for such duration as may be decided by Mr. Governor or State Executive Council.
4. Each employee shall personally sign for the device assigned as a work tool.

#### **4. DUE CARE AND SECURITY**

1. Employees must ensure that the PCs assigned to them are used exclusively for official purposes and in the course of the rightful discharge of their duties. They must not be used for generating, transmitting or corresponding any content that is opposed to the plans, policies and programs of the Anambra State Government as contained in the manifesto.
2. An employee assigned a PC shall be responsible for its security and safety, regardless of whether it is used in the office or place of residence, or at any other location such as a hotel, conference room, car, airport, etc.
3. Every assigned PC must compulsorily be protected by a Username and Password.

4. Employees are responsible for ensuring that official data are stored on the hard drives of the PCs assigned to them for security and backup. The Agency will ensure that each system has access to the Anambra Cloud, for additional backup of sensitive data.
5. PCs shall be loaded with a standard suite of approved software and security applications to be installed by the ICT Agency. It is expected that users shall not in any way modify or disable these software or security applications without the written consent of the ICT Agency.
6. Anambra State-owned PCs are covered by the standard, limited warranty, which may cover replacement of defective hardware parts. However, this warranty does not cover any form of intentional and unintentional damage such as drops, falls, electrical surges, liquids spilled on the units, fire damage, reckless handling, lost parts (power units) or consumables (batteries). In the event of malfunction, it is the employee's responsibility to report the incident within three (3) business days and return the device to the ICT Agency for repairs.
7. Employees are responsible for taking reasonable precautions to protect and maintain the PCs. Evidence of misuse or abuse may result in the revocation of the PCs. Additionally, employees may be responsible for the loss of value associated directly with any intentional misuse or abuse of the PCs.

## **5. RESTRICTIVE USE OF SOFTWARE**

1. Employees are not permitted to download, install or use unauthorized software programs on any PC assigned to them. Software packages that permit the computer to be 'remote controlled' (e.g. PC Anywhere) and 'hacking tools' (e.g. network sniffers and password crackers) are explicitly forbidden unless they have been explicitly pre-authorized by the ICT Agency for legitimate business operations. A list of unauthorised software can be found on our

website:<https://support.anambrastate.gov.ng/knowledge/details/20/how-to-ensure-proper-software-usage-and-security-for-anambra-state-government-personal-computers..html>

2. All downloaded software and other programs on ANSG-provided PCs, whether or not they are so downloaded in accordance with business needs or as directed by the State Government in this regard, shall immediately become for the sole and exclusive use of the Anambra State Government.
3. All programs or software pre-installed at the time of distribution of the PCs to employees should not be altered or uninstalled, whether permanently or temporarily.
4. Employees are not allowed to install any unauthorized accessories/software such as torrents or malicious software, which may cause the PCs to malfunction. Where damage occurs on account of using unauthorized accessories/software, the employee will be liable for the damages.

## **6. PROHIBITED AND RESTRICTED CONTENT**

1. Anambra State Government will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, pictures, videos, or email messages that might cause offense or embarrassment to the State Government or to members of the general public. Consequently, employees are not permitted to store, use, copy or circulate such material on the PC or visit any dubious websites.
2. Any State-owned or related information in digital or electronic format on assigned PCs, whether at the time of receiving such systems or at any time thereafter, shall be compulsorily treated as confidential information ("Confidential Information"). Such confidential information can exist in any electronic form, including but not limited to documents, memoranda, spreadsheets, databases, encrypted data, passwords, lists, source code,

object code, algorithms, software programs, emails, communications, designs, blueprints, business projections, plans, financial data, customer and client information, supplier information, price lists, quotations, contractual documents, term sheets, and executed agreements with vendors, suppliers, and customers.

3. In the event that any employee is unsure of the status of any digital/electronic information he may discover on any PC provided to him/her, the concerned officer must immediately communicate the existence of such information to the ICT Agency on the assumption that such information is potentially confidential and follow the instructions thereafter.

## **7. DAMAGES AND REPAIRS**

1. Anambra State ICT Agency shall be solely responsible for PC maintenance and repairs arising from malfunctions. However, in the event of any loss or damage to the PC arising from negligence, recklessness, misuse, or abuse of the PC, the employee shall bear all associated costs.
2. In the event of losses or damages arising from negligence, recklessness, misuse or abuse of the PCs by the employee, the ICT Agency shall calculate the cost of such losses or damages which the Anambra State Government shall be at liberty to deduct from the salaries/emoluments of such employee.
3. An insurance policy of “all risk assets” may cover PCs provided, but regardless, allocated PCs remain the full responsibility of the recipient.

## **8. ASSET DISPOSAL PROCEDURE**

1. Depreciation of the PCs will be fully recognized after every 4 years, or as directed by the State Government. In such instances, an old PC can be sold to the employee at scrap value.

2. In the event of demise, resignation, retirement or dismissal of employee, the PC and all its content shall be returned to the ICT Agency where the PC has not been fully depreciated.
3. Employees are expected to complete the Asset Form on receipt of any PC issued to them and the same will be registered in the Asset Register platform of the ICT Agency.

## **9. VIOLATIONS**

Any violation of this policy by an employee may result in disciplinary action, as determined by the State Executive Council.

## **10. EMPLOYEE TRAINING AND AWARENESS**

1. The Anambra State Government and the ICT Agency recognize the importance of providing employees with appropriate training and resources to ensure understanding and adherence to this policy. Regular training and awareness initiatives will be made available to promote a secure working environment and reduce incidents related to the use of PCs and other work-tools.
2. All employees assigned PCs or other work tools under this policy are encouraged to seek clarification and training on the responsible and secure use of technology from the ICT Agency. Employees can proactively approach the agency to request training or further information on various topics related to the policy.
3. The training and educational resources provided by the ICT Agency may cover topics such as:
  - a. Overview and objectives of the IT policy.
  - b. Ethical and responsible use of technology.

- c. Confidentiality and data protection.
  - d. Safe internet browsing and downloading practices.
  - e. Recognizing and reporting security threats and incidents.
  - f. Proper care and maintenance of PCs and other work-tools.
  - g. Adherence to software restrictions and guidelines.
4. Employees are encouraged to stay updated with the latest security best practices, policy changes, and technological advancements by periodically seeking additional information and resources from the ICT Agency.
  5. In addition to any training sessions or educational resources provided by the ICT Agency, employees are encouraged to consult user guides, FAQs, and online tutorials to support their understanding and adherence to the policy.
  6. Employees are encouraged to seek clarification from the ICT Agency or their supervisors if they have any questions or concerns about the policy or their responsibilities in using PCs and other work-tools.

**CONSENT**

I,.....(Name) of  
 .....  
 .....(MDA) currently  
 working as .....(Designation)  
 with the Anambra State Government, hereby consent that I have fully read and  
 understood the policy on Personal Computers. I hereby take full responsibility for  
 handling and caring for the PC asset; Make .....  
 Model Number ..... With Serial Number  
 ..... assigned to me.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ **Witnessed by the ICT Agency**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CONFIDENTIAL