

Recognizing that mobile phones, personal digital assistants, and other electronic devices enhance increase communications among the University staff and students;

Noting that internet communications enhance effective and efficient service delivery;

Noting further that it is desirable for staff and students to communicate with their families, and that cell phone usage in this regard helps to reduce staff and students' anxieties while at work and in school.

Realizing however, that the use of cell phones and other communication devices and social media platforms, such as Facebook, Hangout, Skype, Instagram, WhatsApp have the potential to create and increase staff distractions at work and students at lectures, lower staff productivity, engender mischief making by students during lectures, undermine the lecture room integrity and commitment to excellence in learning and character, and has become instruments by which students may violate fundamental rights of other students, commit crimes, induce crime commission, and is sometimes used by students to unjustifiably slander University's officers and lecturers.

The University hereby formulates for implementation a policy on the use of Cell Phones and other electronic devices as stated below.

- 1.

- (c) Members shall not make or answer calls in the course of a meeting. A member may however leave the venue of the meeting to answer or make a call if s/he considers it necessary to do so;
- (d) Members shall not record or video-tape the proceedings of a meeting or any part of it except the rules of the meeting permit it or a request to do so is made to the chairman of the meeting who shall put the request to members for approval or otherwise;
- (e) It is misconduct for any member of a meeting to post a record or video of any meeting on any social media platform, except the rules governing such meeting permit the posting. A member found guilty of this misconduct ranging from warning to dismissal, depending on the severity of the conduct under consideration and its impact on the image of the university, the confidentiality of the matter posted and the status of the member in the university;
- (f) In recognition that it may be necessary for the chairperson of a meeting or his or her support staff present at the meeting to receive or make calls that will help advance the meeting or keep line of communications open for information purposes, the chairperson or his or her support staff may make or receive calls for purposes incidental to the proper administration of meeting. Even in this regard, the telephones shall be used in such a manner that will not distract or interfere with the proper conduct of the meeting;
 - (i) It shall be the responsibility of the chairperson to monitor and call to order his or her support staff in the use of cell phones for calls or messaging;
 - (ii) In the case of a Senate, the Chairperson's monitoring shall extend to the principal officers of the University on the Chairperson's table and other administrative staff that attend meeting with them;
 - (iii) For faculty or board or department or unit meeting, support staff include key administrative staff allowed into the meeting by the chairperson to help in the proper conduction of the meeting.
 - (iv) For the meeting of a panel or other like committee constituted by the university or faculty or department, support staff is the secretary of the panel or committee.

4.

- (a) A staff may use cell-phones at work for legitimate communications with other staff in relation to work or for personal reasons and with families. In this regard, the use of cell phone by staff may involve in calls, text messaging and emailing, so long as recourse to any of the foregoing activities is associated with discharge of responsibilities at work or with the welfare of members of the staff's family;

- (b) Cell phone use in paragraph (a) above must be moderate, reasonable and related to the purposes identified above and must be such nature that it does not constitute distraction from or interfere with the discharge of the staff's official responsibility;
- (c) It is expected that, in use of cell phone as indicated above, every staff shall exercise self-restraint and maturity in realization that such use may interfere with the concentration of colleagues in the discharge of their own responsibilities or that excessive use of cell phone by a particular staff may induce others staff to do the same;
- (d) Where a staff has not exercised self-restraint in the use of cell phones, it shall be the responsibility of any supervisor or head of department or unit to call staff to order and it is expected that the staff shall respond positively to such caution in order to maintain work place discipline. Where staff has repeatedly failed to exercise caution after s/he has been cautioned, s/he may be subjected to further disciplinary action in case of subsequent abuse of the privilege to use the phone;
- (e) A staff is permitted to use cell phones to the extent permissible by his or her official duties where the use of cell phones to make and receive calls or to engage in other forms of communications is required in the ordinary discharge of the staff's official duties,
- (f)

electronic device may be taken into an examination hall where it is required and allowed for the examination;

- (b) It is a misconduct for any student to take into examination hall any such cell phones or electronic device;

violation(s);

(iv) Dismissal or termination of employment;

(v) Forfeiture of the cell phone or electronic device used in violation.