



3.3.1.2 Communication Devices Policy

Scope

The scope of the policy applies wherever the devices are being used, at home, at work and anywhere off-site. This policy applies to all SESP staff full-time, part-time and contractual.

Purpose

The purpose of this policy is to ensure appropriate usage of communication devices provided by SESP for business and educational purposes. All employees are responsible for ensuring that their usage of these devices is both proper and secure and is focused on the business of SESP.



Related Policies

- Code of Conduct and Ethics
- Equipment Use Policy

The Policy

- The use of communication devices must comply with the laws of the Kingdom of Saudi Arabia.
- Employees must not engage in any use that may be considered questionable, controversial, offensive or culturally inappropriate.
- Using SESP's communication devices to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited and may result in disciplinary action.
- Any use that advocates illegal acts, violence or discrimination towards others is prohibited and may result in disciplinary action.
- Users can subscribe to email lists that are directly relevant to education in SESP professional career development. Emails lists that focus on personal interests are not to be subscribed to through the SESP network.
- There is a reasonable limit to which employer communication devices may be used for personal purposes within the policy statements above.

Definitions

Communication devices: telephones, email, computers (PCs and laptops), electronic tablets, personal digital assistants (PDAs), facsimiles, the Internet and intranet.

Accountabilities

Implementation:	All managers
Compliance:	It Manager

References and Related Information

All content is monitored and can be requested by representatives of the KSA government.

Consequences of non-compliance

Inappropriate use of communication devices may result in restrictions to personal access of these devices and/or disciplinary action.

Associated Forms, Systems and Documents

None at the time of publication.



3.3.1.3 Equipment Use Policy

Scope

This policy covers all staff and may be applied to trainees in limited circumstances.

Purpose

The purpose of this policy is to provide a framework for the use of equipment belonging to SESP for business and personal purposes. It balances the need to permit access to equipment to promote educational objectives including usage outside of class time or off SESP premises with the need to safeguard the equipment and its condition for class use.

Related Policies

- Code of Conduct and Ethics
- Safe Work

The Policy

- Equipment owned by SESP is for educational and administrative purposes only.
- Staff or any other persons may not use equipment for private purposes.
- Trainees can use equipment under supervision and within the context of achieving study outcomes.
- All movement of equipment from the normal location is to be recorded in an equipment movement register located in the IT Department before the equipment is moved.
- Before booking equipment, users should refer to the appropriate manager with the authority to recommend or endorse such actions.
- Approval should be withheld if such use is not in the best interests of SESP or if there is an unacceptable risk of damage.
- Staff must ensure that all equipment entrusted to their control is used effectively and economically at all times.
- Any damage caused by negligence must be paid for by the user.
- Borrowers are to sign an undertaking to this effect in the register.
- The circumstances around lost or stolen goods will be examined and a decision reached by management. If negligence is found on behalf of the borrower, the borrower may be required to replace the goods.
- If goods are not returned, SESP has the right to deduct the cost for replacement from an employee's final monies.
- Any user of equipment must ensure they are qualified to do so and familiar with all operating, health and safety procedures related to the operation of the equipment. When operating equipment for an extended period of time care should be taken to ensure correct posture and that whether seated or standing



the methods used are ergonomically sound. If in doubt they should check with their line manager or the IT Manager.

Definitions

Word/Term	Definition
SESP	Saudi Electric Services Polytechnic (the educational institute).
Equipment	includes all fixed and portable tools, machinery, computer hardware and software (PC's & laptops), electronic tablets, furniture, equipment and implements used in teaching and teaching resources such as models, irrespective of monetary value. It does not cover the use of vehicles.

Accountabilities

- **Implementation:** All managers
- **Compliance:** IT Manager

References and Related Information

None at the time of publication

Consequences of non-compliance

Failure to apply this policy may result in disciplinary action.

Associated Forms and Documents

Conditions of Equipment Loan
Equipment Loan Form
Equipment Movement Register
Equipment Loan Staff Information Sheet



3.3.1.4 Network/Email Account Policy

Scope

All centers and staff are covered by this policy.

Purpose

SESP expects all its staff to have access to its network and email system in order to facilitate cross-departmental communications and SESP work-related practices. SESP also has a responsibility to prevent unauthorized individuals from accessing network resources intended for students, teachers, staff and authorized SESP guest users.

Related Policies and Documentation

Equipment Use Policy
Staff Grievance Policy
Staff Code of Conduct and Ethics Policy

The Policy

Responsibility/Requirements

- Individuals wanting to acquire a SESP Network or email account are required to fill out the Request for Email Account form, approve it by their immediate supervisor or manager and submit them to the IT Manager.
- Users requesting a network or email account must be SESP members. Whether a student, trainer or staff, must meet certain endorsement from SESP Management and/or SESP Academic Leader.
- If confirmation is not provided by SESP management and/or SESP Academic Leader, the request for a network or email account will be automatically denied.

Violations

- Circumventing this policy will result in denial. Oral requests and/or failure to accompany the request with a completed Request for Email Account form will be considered a violation of this policy.

Accountabilities

- **Implementation:** All managers
- **Compliance:** IT Manager



References and Related Information

- Network/Email connection questions or problems: IT Services Help Desk.
- Policy clarification: IT Services;

References and Related Information

- Network/Email request form

3.3.1.5 Network/Internet Access Policy

Scope

The policy is to be applied to all staff and trainees at SESP at all Centers.

Purpose

The purpose of this policy is to enable in a controlled way the provision of network access to all staff and trainees of SESP. SESP has a responsibility to protect the campus and greater Internet communities from threats caused by cross-contamination of infected computers. SESP also has a responsibility to prevent unauthorized individuals from accessing network resources intended for trainees, teachers, staff and authorized SESP guest users.

Related Policies

- Code of Conduct and Ethics
- Safe Work

The Policy

- Individuals wanting to connect to the SESP wired or wireless network are required to provide SESP authentication to gain access.
- Computers and other electronic devices connecting to the SESP wired or wireless network are required to meet certain security standards before being granted access to the Internet and other resources. These standards are available via the SEC IT Services website.
- If authentication is not provided or security standards are not met, access to the network and Internet will be automatically denied.



Exceptions

- Specific, temporary exceptions to this policy may be granted by the IT Manager to address needs in areas not adequately served by the network or for other reasons deemed appropriate by IT Services.
- Third party clients at SESP campuses may make arrangement with SESP to access external servers where required.
- No exception will be granted for more than one calendar month with possible renewals authorized by the IT Manager.

Violations

- Circumventing this policy will result in immediate suspension of network access and may, in some cases, be referred to the appropriate SESP campus authorities.

Definitions

- **Authentication:** Credentials that prove a person's identity, usually a username and password.

Contacts

- Network connection questions or problems: IT Services Help Desk.
- Policy clarification: IT Services; IT Security, Policy and Planning.

Approvals

- SESP Managing Director
- IT Manager
- Security Officer, Information Technology Services

Accountabilities

- **Implementation:** IT Services Help Desk.
- **Compliance:** IT Manager

References and Related Information

None at the time of publication

Consequences of non-compliance

Failure to apply this policy may result in unauthorized individuals gaining access to network resources and increase the risk of contamination/ computer viruses. Non-compliance may result in disciplinary action.

Associated Forms and Documents

IT & Network registration form



Digital Communication & Netiquette:

Trainees must adhere to professional dialogue standards on the platform, including: using clear professional language, respecting others' opinions, and avoiding personal or political topics. The use of shouting (all caps) is prohibited, and peer-to-peer interactions must be courteous and constructive.