



**FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) LIBERIA
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY**

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1. Preamble

Information Communication & Technology (ICT) has become an integral part of the day-to-day operations of every organization, with the Forum for African Women Educationalists (FAWE) Liberia being no exception. While the board and management of FAWE Liberia recognise this fact, FAWE Liberia, like many other organizations, is faced with the challenges of ICT security and establishment of acceptable use of ICT as well as legal compliance within the ever-evolving technological landscape.

This policy document strives to provide a framework for providing compliance, acceptable and secure use of ICT in FAWE Liberia, in conformity with the existing Government of Liberia policies, legal and regulatory frameworks. The policy also requires that all users of information assets comply and protect the organization against any damaging legal issues.

2. Introduction

The Forum for African Women Educationalists, herein referred to as **FAWE Liberia**, is a non-governmental organization with a core mandate of empowering girls and women through gender responsive education.

We believe that through education of women and girls, livelihoods of entire communities are improved, and civic education and liberties are enhanced. Educated girls become educated women who have the knowledge, skills and opportunity to play a role in governance and democratic processes that ultimately influences the direction of their societies.

Vision: An equitable and inclusive society where all Liberian girls and women are thriving.

Mission: To promote gender responsive policies, practices, and attitudes in education to enhance equal opportunities for African girls and women.

In order to execute its mandate, FAWE Liberia utilizes ICT services for enhanced efficiency and to remain in tune with more technologically advanced partners. In provision of such services, FAWE Liberia commits to ensure that adequate resources are provided to implement a reliable and appropriate ICT infrastructure. It is imperative thus that the acquisition, usage and disposal of such facilities be governed by an organization-wide ICT policy.

To address this need, FAWE Liberia has developed this policy in line with the existing Liberian Government ICT policies, legal, institutional and regulatory framework (including the Liberia ICT Policy 2019-2024 and ongoing digital strategy initiatives).

3. Objectives

All FAWE Liberia ICT facilities and information resources remain the property of FAWE Liberia at all times, unless otherwise disposed off or donated using the institutional guidelines for disposal. It is in view of the above that this policy seeks to:

- Provide guidelines on the responsible and ethical usage of ICT resources in FAWE Liberia.
- Ensure privacy and protection of FAWE Liberia's systems and data.
- Enhance efficient use of information systems by FAWE Liberia staff and its affiliates.
- Ensure the provision of adequate and reliable ICT services within FAWE Liberia.
- Enhance application of best practice and standards according to International Standards Organization (ISO).
- Sensitize users on what FAWE Liberia as an organization deems as acceptable and unacceptable use of its ICT resources.
- Promote a spirit of awareness, co-operation, trust and consideration among users.
- Support remote work and flexible ICT use.

4. Scope

This policy covers all ICT facilities and services provided by FAWE Liberia including but not limited to:

1. Hardware (Laptops, desktops, telephone equipment, printers, servers, network equipment, power backup equipment).
2. Software (Operating systems, Custom applications, Utility applications).
3. Services (Internet, Email, web & domain hosting).
4. Emerging technologies (Cloud computing, mobile devices, Internet of Things (IoT), edge computing, cybersecurity, education technology (EdTech), Artificial Intelligence (AI) etc).

All FAWE Liberia employees, volunteers, consultants as well as business partners interacting with FAWE Liberia's IT infrastructure/network in part or full, leased or owned by the organization are expected to adhere to this policy document and must manage the resources availed responsibly to ensure confidentiality, integrity, accuracy and availability is maintained.

Any exceptions to this policy **MUST** be approved in advance in writing by the Executive Director (ED) upon recommendation by the ICT Officer.

The key areas covered within the policy include:

- General ICT Equipment use & Ownership
- Email Use policy
- Internet use policy
- Network security and Access policy
- Password management policy
- Backup, Archiving, and Disaster recovery policy
- Procurement and Disposal policy
- Emerging technologies
- Remote working

5. Precautionary and Disciplinary Measures

FAWE Liberia expects every user to abide by the following rules and regulations.

- Take precaution not to deliberately breach, misuse and/or abuse of FAWE Liberia's ICT facilities. Failure to comply may lead to suspension from using equipment or services for a period not exceeding 10 working days. The ICT Department/Officer may further recommend additional penalties to the disciplinary committee for further punitive action if appropriate investigation the user is found culpable.
- Always ensure use of legalized software and in accordance with both the letter and spirit of relevant licensing and copyright agreements. Copyright infringement may have dire consequences which may result in criminal charges. In doubt always contact the ICT unit/Officer to guide accordingly.

- Not to attempt gaining unauthorized access to information or facilities, as it is an offence to gain unauthorized access to any computer (workstations, server and laptops) or equipment (routers, firewalls, switches etc.) or to modify its contents. Failure to gain access to any information and/or facilities required to perform ones duties should be reported to the ICT Officer through line managers.
- Everyone is accountable for any misuse or breaches that occur using one's credentials, hence computers should not be left unlocked when unattended and neither should login credentials be shared with anyone else nor left lying around (in plain sight).
- Flash disks, external hard drives etc. should always be checked for viruses and malware. Viruses are capable of destroying the organizations information resources hence should be taken seriously. ICT officer can be contacted for further assistance.
- [Additional points from original policy on food/drinks, data handling, file storage, remote work security, MFA, etc., adapted similarly.]

6. General ICT Equipment Use and Ownership

All users are responsible for exercising good judgment regarding appropriate use of FAWE Liberia's resources. Resources shall **NOT** be used for any unlawful or prohibited purpose.

- Irresponsible/excessive use of equipment such as telephone lines, printers and copiers for personal purposes is disallowed.
- For security purposes, authorized personnel may monitor and audit equipment, systems and network traffic.
- All users are responsible for the safety and protection of assets assigned to them.
- Laptops/portables left at FAWE Liberia must be properly secured.
- All devices connecting to FAWE Liberia's network must have active and up-to-date antivirus, no unauthorized applications (torrents, etc.), and up-to-date software patches.
- Staff working remotely must ensure secure and responsible use of ICT equipment.
- Users must comply with data protection guidelines and security protocols at all times.

Email Use Policy

7.1 General Use

- All staff shall be issued an official standardized email address in the format: FirstName.LastName@faweliberia.org.
- All official communications shall be through official email addresses.
- FAWE Liberia's email system shall not be used for offensive, discriminatory, or inappropriate messages.
- Suspicious emails must not be opened. Report to the ICT Officer immediately.
- FAWE Liberia may monitor emails without prior notice.
- Forging or misrepresenting emails is prohibited.

7.2 Use of Email Distribution Lists

- Emails should only be sent to intended recipients. Avoid unnecessary broadcasting.

7.3 Email Etiquette

- Always be courteous. Address recipients by name.
- Make subject headers clear and relevant.
- Avoid unnecessary "Reply to All".
- Use capitals sparingly for emphasis.

7.4 Delivery and Receipt of Emails

Follow best practices for successful email delivery and report persistent issues to the ICT Officer.

7.5 Email Archiving

- FAWE Liberia uses Microsoft 365 or equivalent with appropriate mailbox limits and automatic archiving. Archived emails shall be retained as per legal and organizational requirements (minimum 7 years)

8. Internet Use Policy

- FAWE Liberia does not restrict internet access during working hours but expects responsible usage.

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13. Policy Compliance

FAWE Liberia's ICT Department will verify compliance regularly. Violations may result in disciplinary action, up to and including termination of employment.

14. Revision

This policy shall be reviewed annually or as needed under the authority of the Executive Director.

Revision History:

Version	Date Approved	Approved By	Comments
1.0	May 2026	Executive Director	Initial approval - FAWE Liberia

Exceptions, Review, and Approval

- Exceptions: Written approval by Executive Director or Board.
- Review: Annually or on significant changes.

Review by:

Executive Director: _____

Date: _____

Hon. Mittias Z. Sheriff

Approved by:

Chairperson, Board of Directors: _____

Date: _____

Atty. Evelyn F. Barbo

