

THE REPUBLIC OF UGANDA

LYANTONDE DISTRICT LOCAL GOVERNMENT

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
(ICT) POLICY**

September 2025

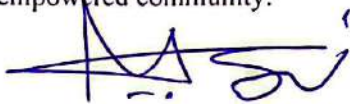


Foreword

As Chairperson of Lyantonde District, I am proud to introduce our ICT Policy document. Embracing Information and Communication Technology (ICT) is essential for our socio-economic transformation, as highlighted by Uganda's Vision 2040. This policy aligns with national goals and provides a roadmap for leveraging technology to enhance service delivery and transparency.

In today's rapidly evolving digital landscape, efficient and accountable governance is critical. Our commitment to technological advancements will improve operational efficiency and public services. This policy outlines a responsible framework for utilizing our ICT resources to benefit both staff and the community through innovative, data-driven solutions.

I extend my gratitude to all who contributed to this policy's development. Your insights have been crucial. As we move forward, I encourage everyone to embrace the principles set forth in this document, enabling us to bridge the digital divide and foster a more connected and empowered community.



Muhangi Fred

District Chairperson

Acknowledgment

As the Chief Administrative Officer of Lyantonde District, I express my gratitude for the collaborative efforts that led to the development of this ICT Policy. This document embodies our shared vision for a more efficient, technology-driven government that better serves our citizens.

ICT's role in enhancing service delivery is critical for the effectiveness of our local government. This policy establishes a framework for the responsible management of our ICT resources, ensuring security, accessibility, and optimal utilization.

I thank all stakeholders, district staff, and technical experts for their dedication in shaping this document. Your contributions are invaluable.

Implementing this policy calls for collective responsibility to leverage technology effectively in our service delivery. Ongoing training and community engagement will be essential to maximize the benefits of this initiative.

Let us remain committed to fostering an inclusive digital environment that promotes transparency, accountability, and efficiency in Lyantonde District.

Together, we can make a meaningful impact in the lives of our citizens through effective use of ICT.



Ntimba Edmond

Chief Administrative Officer



LYANTONDE DISTRICT ICT POLICY

Foreward

Acknowledgement

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LIST OF ACRONYM

ICT:	Information and Communication Technology
IT	Information Technology
IFMS	Integrated Financial Management System
IRAS	Integrated Revenue Administration System
HCM	Human Resource Capital Management System
IPPS	Integrated Personnel Payroll System
E-Tax	Electronic Tax
URA	Uganda Revenue Authority
EFTS	Electronic Funds Transfer System
MoFPED	Ministry of Finance Planning and Economic Development
E-LogRev	Electronic Local Government Revenue system
PDMIS	Parish Development Model Information System
HMIS	Health Management Information System.
NWSC	National Water and Sewerage cooperation
NIRA	National Information Regulatory Authority
NITA-U,	NATIONAL Information Technology Authority Uganda
PBS	Program budgeting system
LLG.	Lower Local Governments
D TPC	District Technical Planning committee
D.E.C	District Executive Committee



1. INTRODUCTION

1.1 Background

To attain social economic development, Government of Uganda adopted ICT as a key enabler of socio-economic transformation. This is clearly articulated in the national aspirations as defined in the Uganda Vision 2040, operationalised through five-year rolling National Development Plans, and granulated in the Digital Vision Uganda. This ICT Policy document aims to establish a framework for the management and use of Information and Communication Technology (ICT) resources within Lyantonde District Local Government. The policy provides guidelines to ensure the effective and efficient use of ICT resources to support the delivery of public services, enhance transparency, and improve operational efficiency.

1.2 SITUATIONAL ANALYSIS

In Uganda, Information and Communication Technology has emerged as a major enabler for improving efficiency and effectiveness of government processes and services.

Lyantonde district embrace technology through using IT resources, services and other related equipment both at District level and Lower Local government.

Management information systems

There are Major initiatives being implemented in recognition of the immense potential of ICT for effective and efficient service delivery in Lyantonde District and these include; Integrated Financial Management System (IFMS), Integrated Revenue Administration System (IRAS); Human Resource Capital Management System (HCM), Integrated Personnel Payroll System (IPPS) and Integrated Human Resource Management System (IHRMS), E-Tax Payment with Uganda Revenue Authority (URA); Electronic Funds Transfer System (EFTS), Bank of Uganda (BoU)/MoFPED, E-LogRev, Parish Development Model Information System (PDMIS), Health Management Information System. This therefore requires policies and guidelines to effectively use and manage the ICT resources in the district for better service delivery.



ICT Infrastructure and connectivity

Lyantonde district was connected to the National Backbone Infrastructure (NBI) to enable the District access high speed connectivity to the e- Government Infrastructure, Access to Government services and reduce on the costs of internet and connectivity.

The National Backbone infrastructure network in Lyantonde covers certain institutions including Lyantonde TC, NWSC offices, NIRA offices, Electro commission offices, Lyantonde Hospital, RDC offices. Nevertheless, coverage is still insufficient to allow for widespread access.

Private partners especially in health department i.e. Rakai Health Science Programme (RHSP) and Infectious Disease institute have provided internet infrastructure and service to Hospital and Health centre IIIs to improve service delivery to the communities.

The digital strategy

In addition to an organization's communications plan, a digital strategy focuses on how the organization may increase its online visibility. This include establishing an active website, making use of social media, launching online campaigns, and figuring out what resources you need for web marketing. The District uses social media accounts like Whatsapp and Twitter (X) and has a running website. Additionally, the District intends to keep expanding internet access to all departments and work with NITA U, private partners, and other stakeholders to extend internet services to schools, health centers, and sub-county offices.

Legal Framework:

The District functions under the government's legal framework as an agency. The following legal regime serves as the foundation for the institutional and legal structure of the District ICT policy: The Republic of Uganda's 1995 Constitution, as amended, the national aspirations as defined in the Uganda Vision 2040, operationalized through five-year rolling National Development Plans, and granulated in the Digital Vision Uganda, National ICT Policy 2014, the National E-government Policy Framework 2011, the Access to Information Act 2005; the Data Protection and Privacy Act of 2019; the Uganda Computer Misuse Act of 2011; National Information Technology Authority-Uganda Act 2009 and the Local Government Act, as amended. Among others.



1.3 ICT POLICY FOR LYANTONDE DISTRICT LG

Policy Purpose

This policy is intended to provide a comprehensive framework for the use and management of ICT resources within the Lyantonde District Local Government. It ensures that all ICT activities are conducted securely, efficiently, and in compliance with relevant laws and regulations.

Policy Goal

To guide the optimal development and utilization of IT in the District

Policy Objectives

- To ensure the secure, efficient, and effective use of ICT resources.
- To promote the use of ICT in enhancing service delivery to the public.
- To provide a framework for the management, development, and support of ICT infrastructure.
- To ensure compliance with national ICT standards and regulations.
- To enhance data security and privacy.
- To foster continuous ICT training and development for staff.

Policy Scope

This policy applies to all employees, contractors, and third-party users who have access to the Lyantonde District Local Government's ICT resources both at District Head quarters and Sub county level.

2. POLICY PRIORITY AREAS

2.1 Use of Information and Communications Technology Resources

Purpose:

Lyantonde District has invested in information and communication technology (ICT) infrastructure to enhance its administrative and operational functions. ICT resources are



valuable assets that must be managed to ensure their integrity, security, and availability for lawful administrative and operational purposes. This policy provides guidelines for users of ICT resources, emphasizing responsible use and maintaining the ethics and conduct of staff in daily office operations.

Scope:

This policy applies to all users of the District headquarters and Sub County ICT resources. The resources covered by this policy include, but are not limited to:

1. Network and related network services
2. District and Sub County computers and related peripherals (e.g., desktop computers, laptops, printers)
3. Management Information Systems
4. Database systems
5. Any other systems installed to provide services to the District or Sub County

Users of ICT resources include District and Sub County staff, political leaders, intern students, and individuals granted permission to use these resources. This also covers any individual connecting to the District network from within the District or remotely.

User Responsibilities:

ICT resources are provided to facilitate the work of employees, political leaders, researchers, and others within the District structures. Personal or recreational use of these resources is a privilege that can be withdrawn. Users must use resources responsibly to ensure their security and availability to others.

2.1.2 Acceptable use of ICT resources

ICT resources shall be used for official purposes only. Personal use of ICT resources is prohibited unless expressly authorized. These include

1. Use for official business, such as preparing reports, minutes, and presentations
2. Use for communication purposes
3. Use for data entry, analysis, and storage

4. Use for data management

Internet and Email: Internet and email services shall be used responsibly and in accordance with the district's acceptable use policy. The use of these services for illegal or unethical activities is prohibited.

Social Media: Employees shall use social media responsibly, ensuring that their use does not negatively impact the district's reputation or operations.

2.1.3 Unacceptable use of ICT resources includes, but is not limited to:

1. Attempts to break into or damage computer systems within the network or other connected networks
2. Attempting to access computers without authorization
3. Unauthorized access to another user's files
4. Circumventing network access control, including bypassing proxies and firewalls
5. Monitoring or intercepting network traffic without permission
6. Probing for security weaknesses, such as port scanning and password cracking, without permission
7. Unauthorized extension or retransmission of network traffic, including installing unauthorized wireless access points, routers, or switches
8. Unauthorized reselling of network and information management system services
9. Unauthorized modification of District or Sub County data
10. Unauthorized download, installation, or running of programs or utilities that may flood the network, causing denial of services to other users
11. Sharing network access credentials with third parties to defeat network authentication
12. Using the network to break into other networks
13. Creating, retaining, downloading, or transmitting offensive, obscene, or indecent images or data
14. Creating, retaining, or transmitting material intended to cause annoyance, inconvenience, or needless anxiety
15. Intellectual property rights infringement, including copyright, trademark, patent, design, and moral rights violations
16. Sending electronic mail that purports to come from someone else (e.g., using a forged address)



17. Using resources for unsolicited advertising or fraudulent email (spam)
18. Deliberate unauthorized access to networked resources, local or remote
19. Deliberate activities resulting in:
 - o Wasting support staff time
 - o Corrupting or destroying other users' data
 - o Violating other users' privacy
 - o Denying services to other users
20. Actions or inactions that aid the distribution of computer viruses or other malicious software
21. Downloading, installing, and using unlicensed software on the District network and computers.

2.2 ICT SECURITY

Purpose

This document outlines the framework and principles for Lyantonde District's ICT infrastructure, emphasizing the importance of responsible use and physical availability. It emphasizes the need for departments and LLGs to define "owners" for each piece or group of equipment, and for staff, clients, and stakeholders to be responsible for its security and maintenance. If a device malfunctions, it should be reported to the IT Officer. All backbone equipment is also under the IT Officer's responsibility.

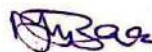
Access to ICT resources shall be restricted to authorized personnel only. Strong password policies and multi-factor authentication shall be enforced.

An incident management procedure shall be established to handle security breaches, data loss, and other ICT-related incidents promptly and effectively by the ICT committee.

Regular ICT security training shall be provided to all employees to ensure they are aware of potential threats and how to mitigate them.

2.2.1 Management Information Systems

Management Information Systems like IFMS, HCM, IPPS, PBS and PDMIS among others, require strict access authorization, data security, and maintenance. Responsible Officers of these systems accounts shall ensure confidentiality of usernames and passwords to guard



against unauthorized intrusion of these systems. The IT Officer shall ensure that such systems are well maintained from time to time in collaboration with relevant ministries in charge of these systems.

2.3 ICT Equipment Security

Scope

The policy applies to all staff, volunteers, trainees, vendors, interns, contractors or other affiliates of Lyantonde District with access to the District and LLGs ICT resources.

User Rules

Only authorized staffs and political leaders are permitted to open and use computers or related systems. Other staff, intern students, visitors shall access with permission/authorization from responsible officer.

No ICT equipment and other accessories shall be carried outside of the offices unless the responsible officer (The Chief Administrative Officer) has given explicit permission. As such equipment movement forms shall be put in place to facilitate this measure.

The I.T Officer shall maintain an asset register where such movements are monitored and tracked.

In order to enhance security of ICT equipment, All equipment throughout the district shall be security marked and all security numbers or marks recorded in the inventory book.

To enhance security of our IT systems, the district shall build capacity for technical officersto enable them acquire IT security skills.

The district shall build a culture of security in district through creating awareness within its populace on how to avoid and handle security risks.

District IT officer shall be carrying out stock taking on all ICT equipment in the districtand checking the status for every in a given financial year

All district computers must be installed with an Antivirus updated regularly by theICT officer to prevent infection of computers with virus,

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2.3.1 Systems accounts

The systems accounts users are responsible for the security of data, accounts, and systems under their control. Passwords should be kept secure, accounts or passwords information not shared with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to access, is a violation of this policy. As a security measure, all data has to be backed up on flash disks, portable external hard drives etc.

In cases where a computer is accessed by more than one person, several accounts are created with different access rights as it may be deemed necessary.

2.4 Data security and management

The purpose of having data security, is to identify disseminate the District's framework principles that guide organizational actions and operations in generating and sharing confidential information. Information assets in all forms and throughout their life cycle will be protected through information management policies and actions that meet applicable regulations, laws and contractual requirements to support the District's mission. Vision, main goal and district council objectives including all LLG's.

All this applies to all staff, intern students, volunteers, contractors, vendors or other affiliates of Lyantonde district with access to confidential institutional information.

The electronic data of the District that either reside on central system server or on desktops, laptops and other mobile devices belonging to individual users. In either circumstance, users must be aware of policy issues governing their data protection and access.

The following policy statements thus apply

All District critical data shall be regularly backed up to ensure data recovery in case of a disaster. In event that such data is stored on user desktops, laptops and other mobile devices, it is responsibility of the user to ensure its security, confidentiality and integrity in respect to this policy such as regular backup, password protection and Backup media must be stored in a secure or an off-site location and can be retrieved any time in need

Data Privacy, Personal data shall be collected, processed, and stored in compliance with national data protection laws. Access to personal data shall be restricted to authorized personnel only.

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2.5 ICT PROCUREMENT

Procurement Process: All ICT procurement shall follow the district's procurement policies and procedures. This includes the evaluation and selection of vendors based on quality, cost, and compliance with standards. The IT officer shall be the technical person to guide and recommend all ICT related procurements.

Procurement procedure

The User department seeking to procure any ICT equipment shall seek for Technical specifications of the equipment from the ICT Officer in order to ensure quality standards of ICT equipment. On delivery, the ICT Officer must ascertain that the equipment has the required specifications.

Vendor Management, Relationships with ICT vendors shall be managed to ensure that they meet their contractual obligations and deliver value to the district.

2.6 ICT MAINTENANCE AND REPAIR

Professional Service Provider

The ICT equipment shall be managed, maintained and supported by prequalified service provider who shall offer quality service. The IT Officer shall verify and certify the work carried out by the service provider in this case. The IT Officer also gives support on occasions but this should not be the norm.

Basic Maintenance and repair

Users of Lyantonde District LG are obliged to carry out basic care on ICT equipment in their custody like avoiding exposing the equipment to dust and moisture. They should avoid packing heavy loads on top of them. There is need to cover ICT devices when not use and ensuring proper aeration

3. IMPLEMENTATION FRAMEWORK

The successful achievement of the district ICT Policy will require implementation strategies, consistent monitoring and evaluation of the outcome indicators.



3.1 ICT Governance

ICT Committee: An ICT Committee shall be established to oversee the implementation and adherence to the ICT Policy. The committee will be responsible for reviewing and updating the policy, ensuring compliance, and addressing any ICT-related issues. A monitoring frame work shall be developed by this committee to ensure midterm review of the policy. The policy shall receive a midterm review every after five (5) years and full review every after ten (10) years. The analysis of annual ICT needs and usage survey realized during annual IT equipment stock taking shall be used as a basis for review on availability of new needsor information.

An ICT Manager shall be appointed to manage the day-to-day operations of the ICT sector, implement the ICT strategy, and report to the ICT Committee.

The policy shall be adopted as soon as it is discussed with District Technical Planning committee (TPC), Finance and Administration standing Committee and District Executive Committee (D.E.C) and then approved by district Council.

The ICT Committee is responsible for dissemination and enforcing this policy and orientation of staff in ICT policy

The IT office shall provide ongoing support to users to ensure they can effectively use ICT resources.

ICT Committee

1. PAS - Chairperson
2. ITO – Secretary
3. PHRO- Member
4. Communications Officer- Member
5. Planner – Member
6. Procurement Officer - Member

