I.T SERVICES CIRCULAR NO. 94 OF 2012

TO: SENIOR GENERAL MANAGERS
GENERAL MANAGERS
MANAGERS
DISTRICT MANAGERS
CIRCUIT & WARD MANAGERS

POLICY ON WIRELESS DATA CARDS

PURPOSE
The purpose of this policy is to provide effective control measures for approved users, with regard to the acquisition, usage and maintenance of 3G data cards.

Attached hereto is the approved policy on wireless data cards and the application form for the wireless data cards.

Dr S.Z Mlokazi
Senior General Manager: Corporate Management

Date: 7.8.12
POLICY
ON
WIRELESS
DATACARDS
1. INTRODUCTION

1.1. One of the strategic goals of the Department is to broaden access to education and provide resources. In view thereof 3G data card technology assists in enhancing communication strategies that is paramount for improving the service delivery targets of the Department.

1.2. In order to ensure that proper measures are applied in terms of the usage of 3G data cards, it is essential to bring to the attention of users the provisions as outlined in Section 45 (b) and (c) of the Public Finance Management Act (Act No. 1 of 1999) that places the onus on each officer/employee within the Department to take responsibility for the effective, efficient, economical and transparent use of financial and other resources within that officer's/employee's area of responsibility. In addition, the officer/employee must take effective and appropriate steps to prevent, within that officer's/employee's area of responsibility any unauthorized, irregular, fruitless and wasteful expenditure.

1.3. To comply with the PFMA and other relevant prescripts, it is necessary that the Department develop this policy in order to provide the guidelines on the issue and usage of this in facility.

2. DEFINITIONS

3G data cards – For purpose of this Policy, is any device which will facilitate a connection to the internet via cellular network and laptops.

3. PURPOSE

The purpose of this policy is to provide effective control measures for approved users, with regard to the acquisition, usage and maintenance of 3G data cards.

4. QUALIFYING CRITERIA

4.1. Qualification for a 3G data card is not dependant on the official's rank or status but only on the basis that the 3G data card is a necessary tool for service delivery.

4.2. Officials, who, due to the nature of their work, need to use a 3G data card on a permanent basis for official purposes, should make the necessary application for the facility. (All members of senior management)

4.3. Officials who qualify for a 3G data card would have to procure the facility with a service provider of his/her choice.

4.4. Responsibility Managers must ensure that there is a budget provision set aside for this purpose.

5. POLICY PROVISIONS

This policy informs departmental officials on the approval criteria and the use of 3G data cards for official purposes.

6. SCOPE OF APPLICABILITY
The policy applies to all officers and employees who qualify and are authorized to make use of a 3G data card in the performance of their official duties.

7. RESPONSIBILITY FOR THE MANAGEMENT OF 3G DATA CARDS

Although each official is responsible for the management of his/her own 3G data card the ultimate responsibility is assigned in terms of Section 38 (1), (d), (1) and Section 38 (2) of the PFMA, to the Accounting Officer of the Department.

8. APPLICATION PROCEDURES

- The applicant must lodge an application to acquire a 3G data card on the relevant application form by identifying such need based on the contents of his/her job description.

- The supervisor must carefully consider the application and make the necessary recommendations to the Responsibility Manager.

- The Responsibility Manager has to confirm the availability of funds, the condition under which a 3G data card would be provided and grant approval thereof in accordance with the limits as set out in the policy. The official would thereafter be issued with a letter indicating that he/she qualifies for a 3G data card. The letter will serve to confirm that the Department would reimburse approved incurred cost in accordance with the rates and guidelines as stipulated in the policy for the period of the contract.

- Thereafter each official shall arrange his/her own contract directly with the service provider for a 3G data card.

- Special written approval is required for officials needing access to transversal systems e.g. BAS and Persal. This approval needs to be signed by the Chief Financial Officer.

- Institutions requiring access to 3G data cards for official use must apply through their designated district office. Payment and control will be done via the District Office.

9. CONDITIONS

9.1. The user will enter into an agreement with a 3G data card service provider of his/her choice.

9.2. The 3G data card contract will be taken under the users name on a term contract not exceeding a period of 24 months.

9.3. After having complied with the requirements as outlined in paragraph 8 for the use of 3G data cards for the official purposes, the user is expected to pay for the monthly subscriptions, rentals. Thereafter the user will be reimbursed the cost of the monthly subscriptions in accordance with The rates as outlined in the policy.

9.4. The Responsibility Manager must ensure that all expenses arising from the official utilisation of 3G data cards are budgeted for.

9.5. All participants in the Departmental 3G data card scheme would be reviewed on an annual basis by the Heads of the relevant Component and the records updated accordingly.
9.6. The upgrading, replacement or purchasing of 3G data cards remains the responsibility of the user.

9.7. The onus is on the user to replace damaged, lost or stolen 3G data cards.

9.8. Once the user has received the 3G data card, a certified copy of the contract must be forwarded to the Responsibility Manager.

9.9. The Responsibility Manager must ensure that all copies of each contract must be forward to Supply Chain Management

9.10. Costs arising from the service being discontinued due to the non-payment of accounts will be the user’s responsibility.

9.11. It is the user’s responsibility to ensure that the provisions in the contract within the service provider are strictly adhered to. The user will, therefore, be liable for any penalties that may arise as a result of a breach in the contractual.

9.12. Only one 3G data card per user would be considered for approval.

9.13. Programme managers, responsibility and sub-responsibility managers are to control the monthly expenditure.

9.14. Misuse of the conditions may result in disciplinary action being taken against the user and consequently the withdrawal of the facility.

10. 3G DATA CARD CATEGORIES

The Department shall approve the use of 3G data cards for official purposes in the accordance with the following:-

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<thead>
<tr>
<th>RANK</th>
<th>MAX. LIMIT PER MONTH</th>
<th>AVERAGE COST PER MONTH</th>
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<tbody>
<tr>
<td>MEC &amp; HOD</td>
<td>Unlimited</td>
<td>R1 500.00</td>
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<tr>
<td>SGMs, GMs &amp; MANAGERS</td>
<td>2 Gig</td>
<td>R 400.00</td>
</tr>
<tr>
<td>LEVEL 1 TO 12</td>
<td>1 Gig</td>
<td>R 300.00</td>
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</tbody>
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NOTE: Only itinerant officials from level 1 to 12 would be considered for.

11. ROUTE TO BE FOLLOWED WITH CLAIMS IN RESPECT OF 3G DATA CARD ACCOUNTS

11.1. The official pays the account in full to the supplier or service provider.

11.2. The Department shall pay for monthly subscription in accordance with the rates for the relevant categories as outlined in the policy.

11.3. The official fills in Subsistence and Travelling Claim Form under PERSAL code 0466 duly signed by the official as compiler with initials and surname on the block letter below.

The Supervisor should also complete his/her part on the form before forwarding it to the Responsibility Manager for approval. (Specimen signatures of all Responsibility Manager are
kept in the account section).

11.4. In all instances, the 3G data card account (original copy) accompanied by an S&T Claim Form signed by the subscriber/official, supervisor and Responsibility Manager must be forwarded to the accounting division in the normal manner in order to process a refund via Supplementary Payment. (NB: Under normal circumstances all claim have to be honoured within five (5) working days from date of submission to the Accounting Division). It is up to the subscriber/official to monitor timely receipt of monthly 3G data card accounts from the relevant service provider.

12. GENERAL CONDITIONS

➢ Approval of 3G data cards and service requirements are subject to the availability of funds.

➢ The Department shall not be liable for the replacement, repairs and/or insurance of 3G data cards.

➢ The policy does not make provision for one contract being shared by two or more persons.

➢ A Responsibility Manager, at his/her discretion, may withdraw the use of a 3G data cards for official purposes, resulting in user forfeiting claims for expenses, if it can be proven that the facility was abused through any fraudulent or irregular practice.

➢ No departmental 3G data cards would be issued once this policy is adopted.

➢ An official who qualifies for the use of 3G data card in terms of this policy and who is appointed into a post outside the Department or resigns is entitled to claim a reimbursement from the Department of Education provided that he/she has entered into a 3G data card contract in his/her personal capacity. The reimbursement will be for the duration of the contract period while employed in the department for that period.

➢ Steps would be taken to audit all approved 3G card services on an annual basis. It is accordingly incumbent upon Responsibility Managers to review the approvals of 3G data cards especially when there are change to job descriptions.

13. TRANSITIONAL ARRANGEMENTS FOR EXISTING POLICY

13.1. For officials within the Service Centres and District Offices, the collection of the 3G data cards must be co-ordinated by the Auxiliary Services Components within the relevant Service Centres before being forwarded to Head office, For Attention: The Deputy Manager: Auxiliary Services, Room 103, 228 Pietermaritz Street, Pietermaritzburg.

13.2. Failure by the relevant officials to adhere to the above transitional arrangements will results in the officials having to pay for the total cost of the services without reimbursements from the Department.

13.3. The departmentally contracted 3G data cards that are returned to Head Office would be maintained in terms of the departmental asset management processes. Each user Component would then have to maintain the contracts from their own budgets until expiry.
# Application for Wireless Data Card

**Details of User**

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name(s)</th>
<th>Name Known By</th>
<th>Identity Number</th>
<th>Personal Number</th>
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**Office**

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<tr>
<th>Ministry</th>
<th>Head Office</th>
<th>District Office</th>
<th>Circuit Office</th>
<th>Ward</th>
<th>Other</th>
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**Directorate**

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<th>Rank</th>
<th>Building Name</th>
<th>Physical Address</th>
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**Telephone No.**

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Cell No.</th>
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**Motivation for the Wireless Data Card**

Provide detailed motivation for internet access.

**Declaration by User**

I, the undersigned, hereby declare that the information supplied is both true and correct to the best of my knowledge. I agree to exercise due diligence in my usage of official Internet and E-mail facilities, to make use of these facilities for official purposes only and to safeguard my username and password from use or abuse by others. I understand that failure to do so, or abuse on my own part may lead to disciplinary action being taken against me.

**Authorisation by Directorate's Responsibility Manager**

The undersigned, Manager in charge of the Directorate in which this user serves, do hereby authorise the application. In the event that I become aware that he/she is abusing his/her official Internet / E-mail facilities, I will report the matter to IT Services without delay.

**Signature of Manager:**

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**Approval by Manager: IT Services**

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<th>Approved / Not Approved</th>
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<table>
<thead>
<tr>
<th>Signature of Manager:</th>
<th>Date:</th>
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*Authorisation will be granted in terms of the KZN DoE Wireless Data Card Policy.


* This application must be accompanied by a signed End User Computing Policy Agreement.

PLEASE COMPLETE FORM IN BLOCK PRINT