

DIGITAL LITERACY POLICY



**NATIONAL UNIVERSITY OF
SCIENCE AND TECHNOLOGY**

JULY 2025

NUST DIGITAL LITERACY POLICY

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Digital Literacy Policy

1. Policy Approval

#	DESIGNATION	NAME	AUTHORISED BY	SIGNATURE	DATE
1	Reviewed by:	ICT Senate Committee	ICT Senate Chairperson		
2	Approved by:	Senate	Senate Chairperson		
3	Ratified by:	University Council	Council Chairperson		

2. Purpose

This policy affirms NUST's commitment to equipping all students and staff with the digital skills required for academic success, effective research, innovation, and professional growth. It supports Zimbabwe's Vision 2030, the Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development's Education 5.0 model, and aligns with global digital competency frameworks.

The purpose of a digital policy in at NUST as a university is to provide clear guidelines for the responsible, secure, and ethical use of digital resources, technologies, and data by students, staff, and stakeholders.

3. Scope

This policy applies to:

- I. All NUST students (undergraduate and postgraduate)
- II. Academic, administrative, and support staff
- III. Visiting scholars and researchers
- IV. Any persons using NUST digital systems or infrastructure

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- V. External collaborators, including industry partners, alumni, and others who interact with NUST digital platforms or systems

4. Objectives

- I. To ensure digital literacy is integrated into all academic and professional programmes.
- II. To empower students and staff with the competencies needed for digital learning, research, teaching, and innovation.
- III. To bridge digital divides by ensuring inclusive access to digital tools and training.
- IV. To promote responsible digital citizenship and ethical use of digital technologies.
- V. To support national development priorities through digitally skilled graduates and researchers.

5. Core Competency Areas

- a. Information and Data Literacy
 - Search, evaluate, and ethically use digital content and academic resources.
 - Understand digital copyright, referencing, and plagiarism.

- b. Digital Communication and Collaboration
 - Use NUST email, online discussion platforms, and virtual meeting tools (e.g., Zoom, Microsoft Teams) effectively.
 - Engage in collaborative learning and project work using cloud-based tools.

- c. Practice online etiquette and effective communication, including respectful tone, clarity, and professionalism in digital interactions.

- d. Digital Content Creation
 - Develop academic presentations, reports, and multimedia using tools like MS Office, Canva, LaTeX, and others.
 - Understand issues around intellectual property and fair use.

- e. Digital Safety and Wellbeing
 - Practice cybersecurity hygiene: strong passwords, secure logins, and data protection.
 - Identify and avoid phishing, scams, and cyberbullying.
 - Maintain digital well-being, balancing online activities and mental health.

-Understand data privacy principles and how to protect personal information when using digital platforms.

-Maintain digital well-being by balancing screen time , managing online stress, and accessing mental health support resources when needed.

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- e. Problem-Solving and Innovation
- Use digital tools to solve academic, scientific, and real-world challenges.
 - Apply basic coding, data analysis, or design skills where relevant.
- f. Lifelong Learning with Digital Tools
- Navigate online learning environments (e.g., Moodle, Coursera).
 - Utilise digital platforms for independent study and upskilling.

6. Implementation Strategy

- a. Student Support
- All first-year students must complete a mandatory Digital Literacy Orientation.
 - Digital literacy skills will be embedded across all faculties and disciplines.
 - The Library and ICT Services will offer ongoing digital skills workshops.

-The University may offer optional advanced workshops that will be available for students interested in deepening their digital competencies

- b. Staff Development
- Academic and administrative staff will receive quarterly training on current educational technologies.
 - Digital pedagogy will be included in staff induction and ongoing professional development.

A digital pedagogy mentorship initiative will be established to pair experienced staff with colleagues seeking guidance in integrating digital tools into teaching and learning.

- c. Infrastructure and Access
- NUST will maintain reliable internet access, campus Wi-Fi, and digital labs.
 - The university will support access to devices (e.g., laptop, labs).

7. Roles and Responsibilities

University Management: Provide oversight, resources, training and policy support

Faculty and Academic Departments: Integrate digital literacy into curricula and research

ICT Services Department: Maintain systems and e-learning platforms, offer support, lead digital transformation

Library Services: Support research, digital training and referncing tools

Students and Staff: Participate actively in training and use digital systems responsibly

8. Monitoring and Evaluation

- The University will assess digital literacy levels annually through student and staff surveys and course assessments.
- Usage statistics from platforms like Moodle, Turnitin, and online labs will help evaluate

engagement.

- Feedback from faculties will guide continuous improvement.

9. Compliance and Ethics

All users of NUST digital platforms must:

- Abide by the NUST ICT Acceptable Use and Privacy Policy.
- Respect intellectual property rights and avoid plagiarism.
- Use digital tools ethically and avoid any form of cyber misconduct.

Violations of this policy may lead to disciplinary action under the University's Code of Conduct and Student Regulations.

10. Review Cycle

This policy shall be reviewed every two years or more frequently if significant technological or pedagogical changes occur.