THE UNIVERSITY OF
WINCHESTER

This policy is currently being reviewed to incorporate the requirements of the General Data Protection Regulation. A revised version will be available shortly.

IT ACCEPTABLE USE POLICY

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Indicate whether the document is for public access or internal access only **Indicate whether the document applies to collaborative provision?** *(Strikethrough text, as appropriate)*	**Public Access** **Applies to Collaborative Provision**
Summary: Regulations for the use of all University Information and Communication facilities and services.	

Information Technology Acceptable Use policy

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University of Winchester IT Acceptable Use Policy 2016

The aim of this policy is to ensure that the University's Information and Communication Technology facilities (ICT/IT) can be used safely, lawfully and equitably.

The issues covered by these regulations are complex and you are strongly urged to read the accompanying 'IT Acceptable Use Policy Further Information and Guidance Notes'. The guidance notes give more detailed information that we hope you will find useful.

Links to all related documents and information are listed in the Appendix.

1. Scope

These regulations apply to anyone (students, staff, guests and visitors) using the ICT facilities provided or arranged by the University of Winchester. These facilities include, but are not limited to, hardware, software, data, network access, third party services, telecommunications, audio-visual equipment, online services and IT credentials.

2. Governance

When using ICT, you remain subject to the same laws and regulations as in the physical world.

It is expected that your conduct is lawful. Furthermore, ignorance of the law is not considered to be an adequate defence for unlawful conduct.

When accessing services from another legal jurisdiction, you must abide by all relevant local laws, as well as those applicable to the location of the service.

You are bound by the University of Winchester general policies and regulations when using the ICT facilities. These are available from the University website and links to relevant policies are listed in the Appendix to this document.

You must abide by the regulations applicable to any other organisation whose services you access, such as Janet, Eduserv and Jisc Collections.

When using services via Eduroam (the international secured Wi-Fi service) you are subject to both the regulations of the University of Winchester and the institution where you are accessing services.

Some software licences procured by the University will set out obligations for the user and these must be adhered to. If you use any software or resources covered by a Combined Higher Education Software Team (CHEST) agreement, you are deemed to have accepted the Eduserv User Acknowledgement of Third Party Rights. (See accompanying guidance document for more detail.)

Breach of any applicable law or third-party regulation will be regarded as a breach of these IT regulations.

3. Authority

You must not use the IT facilities without permission, which is usually granted by the issue of a username and password.

You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations. If you feel that any such instructions are unreasonable or are not in support of these regulations, you may appeal to the Director of IT Services or make a complaint in accordance with the University Complaints Policy (see Appendix).

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4. Intended use

The IT facilities are provided for use in furtherance of the overall mission of the University of Winchester, for example to support a course of study, research or in connection with your employment by the University.

Use of these facilities for personal activities is usually permitted provided that it does not infringe any of these regulations and does not interfere with others' valid use. Personal use must not adversely affect the operation of the University and is a privilege that may be withdrawn at any point.

The University IT facilities must not be used for non-institutional commercial purposes, or for personal gain.

Use of certain software licences is only permitted for academic purposes, and, where applicable, will be subject to the CHEST User Obligations (see link in Appendix).

5. Identity

You must take all reasonable precautions to safeguard any IT credentials (for example, a username and password, email address, smart card or other identity hardware) issued to you. You must not allow anyone else to use your IT credentials. Nobody has the authority to ask you for your password and you must not disclose it to anyone.

You must not attempt to obtain or use anyone else's credentials.

You must not impersonate someone else or otherwise disguise your identity when using the IT facilities.

6. Infrastructure

You must not do anything to jeopardise the integrity of the IT infrastructure by, for example, doing any of the following without approval:

- Damaging, reconfiguring or moving equipment
- Loading software on the University's equipment other than in approved circumstances
- Reconfiguring or connecting equipment to the network other than by approved methods
- Setting up servers or services on the network
- Deliberately or recklessly introducing malware
- Attempting to disrupt or circumvent IT security measures

7. Information

If you handle personal, confidential or sensitive information, you must take all reasonable steps to safeguard it and must observe the University of Winchester's Data Protection policy (see link in Appendix) particularly with regard to removable media, mobile and privately-owned devices.

You must not infringe copyright, or break the terms of licences for software or other material.

You must not attempt to access, delete, modify or disclose information belonging to other people without their permission or explicit approval from a member of the Senior Management Team or the Director of IT Services.

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You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, threatening or discriminatory. The University has procedures to approve and manage valid activities involving such material. For research-related activities specific approval must be gained through Ethics Review, for all other activities an application must be made to the Director of IT Services. All such applications must have the support of the Dean of Faculty or Director of Professional Service. If approved, conditions may be placed which may include physical location of access and method and location of data storage.

8. Behaviour

Real world standards of behaviour apply online and on social networking platforms such as Facebook, Blogger and Twitter.

You must not cause needless offence, concern or annoyance to others.

You must not send spam (unsolicited bulk email).

You must not deliberately or recklessly consume excessive IT resources such as processing power, bandwidth or consumables.

You must not use the IT facilities in a way that interferes with others' valid use of them.

9. Monitoring

The University monitors and records the use of its IT facilities for the purposes of:

- The effective and efficient planning and operation of the IT facilities
- Detection and prevention of infringement of these regulations
- Investigation of alleged misconduct

The University of Winchester will comply with lawful requests for information from government and law enforcement agencies.

You must not attempt to monitor the use of the IT facilities without explicit approval from a member of the Senior Management Team or the Director of IT Services.

10. Infringement

Infringing these regulations may result in sanctions under the University's disciplinary processes for students and staff.

Penalties may include withdrawal of services and/or fines. Offending material will be taken down.

Information about infringement may be passed to appropriate law enforcement agencies, and any other organisations whose regulations you have breached.

The University reserves the right to recover from you any costs incurred as a result of your infringement.

You must inform a member of the Senior Management Team or the Director of IT Services if you become aware of any infringement of these regulations.

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Appendix – Useful links and relevant policies updated January 2016

University of Winchester Regulations, Policies and Procedures (external website)

University of Winchester Regulations, Policies and Procedures (intranet)

ICT Acceptable Use Policy Guidance Notes

Conduct Policy for Students

Disciplinary Procedures for Students

(Staff) Disciplinary Procedure

Complaints policy

Data Protection Policy

Dignity at Work Policy

Academic Misconduct Policy

Intellectual Property Policy

Equality and Diversity Policy

Research and Knowledge Exchange Ethics information

Janet Acceptable Use Policy

Education Software Team (CHEST) User Obligations

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