SERC
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POLICY TITLE

ACCEPTABLE ICT USE POLICY

Academic Year: 2016/17 onwards

Target Audience:

All Staff

Summary of Contents:

General principles of using computing services at any SERC campus

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Approval by:

CMT – Jan 2008

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Related Documents:

Superseded Documents (if applicable):

05-2008

Equality of Opportunity and Good Relations Screeningt Information (Section 75):

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1. Introduction

Definition of terms used in the Acceptable Use Policy (AUP) are:-
"Computing Services" can be defined as the use of any item of SERC, or personally owned computing equipment, (i.e. PCs, macs, laptops, macbooks, tablets, mobile phones, servers) for running of applications and for accessing networked services such as file, print, e-mail and internet.
"JANET" (Joint Academic NETwork) is the trademark used for the collection of networking services and facilities which support communication requirements of the UK education and research community.

2. General Principles

Computing services at any SERC facility may be used by any employee, student or third party for the conducting of relevant business or study, as long as:-

- The activity is legal and due permission/authorisation has been granted.
- Use of computing services does not violate any College policy or procedure.

3. Acceptable Use of Computing Services

Users may use computing services:-

- For the conducting of study or carrying out of designated job duties.
- If authorised by SERC to do so. (Authorisation includes using only assigned user accounts and passwords).
- As long as activities are legal and comply with all appropriate policies and procedures. This includes use only of legally purchased software and adherence to copyright legislation and the respecting of the intellectual property rights of others.
- To access the JANET service subject to the terms and conditions of relevant JANET policies.

4. Unacceptable Use of Computing Services

Computing services may not be used for any of the following:-

- The creation, display, transmission, storage or printing of any material that may be considered obscene, objectionable, or that may cause anxiety or inconvenience.
- The creation, publication, transmission, or posting on web sites of defamatory material (including images or text), regarding the College, an organization or any individual.
- The transmission of material which may infringe the copyright of another person.
- The transmission of unsolicited commercial or advertising material.
- Deliberate unauthorized access to computing related facilities or services provided by SERC, or to any services or facilities accessible via JANET.
- The revelation, publication, theft or destruction of information/data which is considered confidential. This includes passwords, user account information and any SERC business or personal information.
- Accessing services through another user's account and password. Such actions constitute unauthorized access.
- Deliberate activities with any of the following characteristics:-
  - Wasting staff effort.
  - Corruption, destruction and theft of data, or damage to or theft of any item of ICT equipment.

- o Violating privacy of, or disrupting the work of others (includes making excess noise whilst in the facility).
- o Denying services to others (i.e. overloading of servers or communications links).
- o Installation of unlicensed or unauthorised software (includes virus introduction).
- o Continuing to use software/hardware that causes disruption to computing services.
- o Attachment of any device to the College network without authorisation from the College ICT Support Section.
- o Where JANET is being used to access another network, any violation of access policies of that network will be regarded as unacceptable use of JANET.

5. Compliance

All authorized users of SERC computing services and facilities are obliged to comply with the terms and conditions of the AUP. Failure to do so will result in access to computing services and facilities being denied or withdrawn. Furthermore, serious breaches of the policy may result in disciplinary action.

All users of ICT services have an expectation of privacy. However, should SERC suspect that the AUP is being violated, the suspected user(s) will forfeit any right to privacy so that SERC can enforce their requirement to protect the integrity of computing resources, data and the rights of other users. SERC therefore reserve the right to examine material stored on, or transmitted through its facilities, if there is cause to believe that the standards for acceptable use are being violated by a user.

Please note that on-going use of computing facilities by users constitutes acceptance of the Acceptable Use Policy.

6. Communication

This Policy will be available for all staff on the College intranet. It will be made available, on request, in alternative formats including large print, braille, audio, and in minority languages to meet the requirements of those who are not fluent in English.

7. Policy Review

This policy will be reviewed annually or sooner to reflect changes in circumstance.

8. Statement of Compliance

I have read and understood the aforementioned conditions and do hereby agree to comply with the acceptable use of computing services and facilities within SERC that this policy refers to and will therefore not attempt to use such computing services for any unacceptable use as outlined in this policy document. Parents or guardians of students under the age of eighteen may be asked to sign on their behalf).

Name (Capitals please)_____Date _____

Signature _____Date _____