

## STRATEGY & POLICY COVER SHEET

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**Vice-Chancellor: Professor John Last**

## **IT ACCEPTABLE USE POLICY**

**Deputy Vice-Chancellor**

**Approved**

**Version 1 – Academic Board, 8 February 2005**

**Version 2 – Chairs Action, 23 October 2007**

**Version 3 – Chairs Action, 4 September 2008**

**Version 4 - Chairs Action, October 2009**

**Version 5 - Chairs Action, August 2010**

**Version 6 – Chairs Action, September 2011**

## 1. **Scope**

These regulations apply to users of all Norwich University of the Arts computing facilities and all users of any computing facilities connected either locally or remotely to the University's networks.

The University's Policy follows the JANET Acceptable Use Policy.

## 2. **The Legal Framework**

The use of computing facilities is subject to provisions of the following legislation:

- 2.1 Data Protection Act, 1998
- 2.2 Race Relations Act, 1976
- 2.3 Copyright, Designs and Patents Act, 1988
- 2.4 Computer Misuse Act, 1990
- 2.5 Human Rights Act, 1998
- 2.6 Regulation of Investigatory Powers Act, 2000
- 2.7 Obscene Publications Act, 1959 and 1964
- 2.8 Disability Discrimination Act, 1995 and 2005
- 2.9 Freedom of Information Act, 2000

All users must observe the *Acceptable Use Policy* of the UK Joint Academic Network, which can be viewed at <http://www.ja.net/services/publications/policy/aup.html>, and comply with any regulations and instructions displayed in the University areas and publications.

## 3. **Authorisation**

Use of any computing facility is open only to staff (including visiting lecturers and demonstrators), registered students of the University, and other persons authorised by the designated authority, which for the purposes of this document shall be the Deputy Vice-Chancellor or their authorised deputy.

## 4. **Conditions of use for hardware and software**

- 4.1 Users must not in any way deliberately cause any form of damage to the University's computing hardware or software. This includes malicious modifications to hardware and software which, whilst not permanently harming the hardware or software, incurs time and/or cost in restoring the system to its original state. Any costs associated with repairing or replacing deliberately damaged equipment or software and/or in providing temporary replacements may be charged to the user.

- 4.2. Users must adhere to the terms and conditions for all licence agreements relating to any part of those facilities
- 4.3 Users must not copy software or documentation without permission from the designated authority.
- 4.4 Users must not modify any software or incorporate parts of any software into their own work, without permission from the designated authority.
- 4.5 Users must comply with any instructions or regulations displayed alongside computing facilities.
- 4.6 Users must not deliberately introduce any virus, worm, Trojan horse or any other harmful program or file on to any system external or internal to the University or take deliberate action to circumvent any security precautions.
- 4.7 Users must not delete other users' files or interfere in any way with the contents of their directories.
- 4.8 Users must not use computing facilities to store, produce, transmit or display text or images that could be considered to be offensive e.g. sexist, pornographic, racist, libellous, or to make others fearful, anxious or apprehensive or that could bring the University into disrepute except where such material is the subject of properly supervised study in line with the University's Single Equality Scheme (Policy) paragraph 3.3
- 4.9 Users are responsible for maintaining the security of their own password. Should they divulge the password to anyone else, they will be accountable for the use of their account by that person.
- 4.10 Users must not make use of any of the University's computing equipment to connect to any other computing facilities or commercial services without prior permission and appropriate registration. Application for such permission must be made to the designated authority.
- 4.11 Every user of networking facilities must observe any standards published for, or any rules pertaining to use of the networks and/or computer systems to which he/she has access over those networks.
- 4.12 Users must not connect any non-standard device (e.g. personal laptop) into the University's network without prior written agreement from the designated authority. Any power adapters that are connected to the University mains power supply must carry a valid PAT certificate.
- 4.13 Users must ensure that they terminate each session in accordance with published instructions.
- 4.14 Users must comply with published guidelines issued for using e-mail services

- 4.15 Users must not use e-mail or bulletin board services to forge signatures or harass any other person external or internal.

## **5. Behaviour**

- 5.1 Users can be held accountable for any cost or inconvenience caused by the excessive use of network bandwidth for activities that are not in accordance with the JANET Acceptable Use Policy.
- 5.2 Eating or drinking is not permitted in any student computer room.
- 5.3 Users must respect the rights of others and should conduct themselves in a quiet and orderly manner when using computing facilities.
- 5.4 Users must not occupy a computer workstation unless they are actively using it for bona fide purposes.
- 5.5 No equipment should be moved from its designated place or be tampered with in any way. This includes malicious changing of workstation characteristics.
- 5.6. Interference with or removal of printout which belongs to another person is not permitted.
- 5.7 Mobile phones must be switched off or on silent mode whilst using any student computer room.
- 5.8 When using the University email accounts or intranet bulletin boards, users are expected to ensure that the content of any originated communication is consistent with normal standards of professional conduct and the requirements of University policies, regulations or codes of conduct.

## **6. Equipment loans**

- 6.1 No equipment or software may be borrowed without the agreement of the designated authority. Equipment loans must be documented using the appropriate University form.
- 6.2 Any software or equipment borrowed as part of a formal loan scheme or for the duration of a particular project must be returned on the date agreed at the time the loan was made.
- 6.3 All reasonable care must be taken to ensure the security of any equipment or software borrowed. Borrowers are advised that they are liable for repairs or replacement costs incurred during the loan, and are advised to effect additional insurance that ensures they can meet these potential costs which will be advised by the designated authority at the time of the loan.

## **7. Private and commercial use**

7.1 The use of any of the University's computing facilities for commercial gain or for work on behalf of other groups is not permitted unless prior agreement has been made with the designated authority and an appropriate charge for that use has been determined.

7.2 The use of the University's computing facilities for reasonable personal purposes is permitted, as determined by the designated authority.

**8. Charging**

The use of certain facilities may be charged. Failure to pay outstanding charges may result in withdrawal of services and/or withholding of awards.

**9. Disclaimers**

Norwich University of the Arts accepts no responsibility for the malfunctioning of any equipment or software, failure in security or integrity of any stored program or data or for any loss alleged to have been caused whether by defect in the resources or by act or neglect of the University, its employees or agents.

**10. Disciplinary procedures**

10.1 The use of the University computing facilities will be monitored to ensure compliance with these regulations.

10.2 Failure to observe these regulations for the use of computing facilities may result in the following procedures being invoked:

10.2.1 Withdrawal of access to computing facilities;

10.2.2 Application of the University disciplinary procedures;

10.2.3 Reporting to legal authorities for further investigation and possible prosecution for serious offences.