Institute of Advanced Research
The University for Innovation

The University for Innovation

IT Use Policy

The aim of this policy is to help ensure that the IT facilities can be used safely, lawfully and securely. The issues covered by this policy are complex and further guidance is available to help adhere to the policy.

1 Scope

This policy applies to anyone (staff students and visitors) using the University's IT facilities (hardware, software, data, network access, third party services, online services or IT credentials) provided or arranged by the University.

2 Governance

When using IT, 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 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's general regulations when using the IT facilities. You must abide by the regulations applicable to any other organisation whose services you access such as another university, an external library or national digital resources.

Some software licences procured by the University will set out obligations for the user – these should be adhered to.

Breach of any applicable law or third party regulation will be regarded as a breach of this IT policy.

3 Authority

You must not use the IT facilities without the permission of the Registrar, who may delegate this authority to the IT Administrator. You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of this policy. If you feel that any such instructions are unreasonable or are not in support of this policy, you may raise the matter in the first instance through your manager.

4 Intended use

The IT facilities are provided for use in furtherance of the mission and purpose of the University, 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 (provided that it does not infringe any of the other policies and regulations, and does not interfere with others' valid use) is permitted. Use of these IT facilities for non-institutional commercial purposes, or for personal gain is prohibited. Use of certain licences is only permitted for academic use and such software should not be used for non-academic purposes accordingly.

5 Identity

You must take all reasonable precautions to safeguard any IT credentials 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, particularly with regard to removable media, cloud services, 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 the Registrar. You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, threatening or discriminatory.

8 Behaviour

Standards of behaviour expected in the physical world 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 should also adhere to the University's policy on social media. You must not send spam (unsolicited bulk email). You must not deliberately or recklessly

consume excessive IT resources such as processing power or network bandwidth. 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 this policy

● Investigation of alleged misconduct The University will comply with lawful requests for information from government and law enforcement agencies.