

1 Policy Name

ICT ACCEPTABLE USE POLICY

2 Purpose

The purpose of this document is to specify the University of Wolverhampton (the University) policy on the acceptable and prohibited use of the information and communication technology (ICT) facilities and sanctions for non compliance. The policy addresses the need to protect the University and its Users' data balanced with the need to protect the rights of the students, staff and associates.

3 Scope

The University of Wolverhampton ICT facilities are provided for the purposes of the University business. The ICT Acceptable Use Policy is a set of regulations that apply to:

- All users of services provided by, or for which access is facilitated by, the University of Wolverhampton including students, staff and associates.
- Any equipment owned by the University of Wolverhampton, or equipment for which access has been facilitated by the University of Wolverhampton.
- Use of systems and services owned by other bodies, access to which has been provided by the University of Wolverhampton. In such cases, the regulations of both bodies apply. In the event of a conflict of the regulations, the more restrictive takes precedence.

4 Legislation and Policy

4.1 Legislation

Those who use the facilities in the UK are bound by the laws of the UK. A list is given in the Policy for Using University IT Resources ([link](#)).

4.2 Associated Policies

Applicable policies include those listed below. This list is not exhaustive and will be subject to change.

1. [JANET Acceptable Use Policy](#)
2. [Electronic Information Security Policy](#)
3. [Chest Code of Conduct](#)
4. [Policy on Using IT Resources](#)

5 Infringement

These regulations apply subject to and in addition to the law. Any infringement of these regulations may also be subject to penalties under civil or criminal law and such law may be invoked by the University of Wolverhampton. Use of the University of Wolverhampton's systems may be logged to permit the detection and investigation of infringement of Policies. Monitoring of emails, internet usage, telephone calls and other ICT may be carried out in some situations, within the guidelines set down by the Regulation of Investigatory Powers Act (RIPA) 2000 and associated regulations, for the purposes of investigating unauthorised use, prevention and detection of criminal activities; ascertaining compliance with regulatory standards and institutional policies; and to ensure effective system operation.

The University reserves the right to inspect any items of University owned ICT equipment. Any equipment deemed to be breaching policy or otherwise interfering with the operation of the network may be removed.

Infringements of the AUP may be investigated under the University's appropriate disciplinary procedures. Associated sanctions (with approval from appropriate authorities) may include:

- Withdrawal of University ICT facilities
- Seizure of equipment that is in violation of the policy
- Initiation of relevant disciplinary procedure for staff or student
- Expulsion from the University
- Termination of contract

6 Conditions of Use

Users of University IT Facilities agree to the following rules and regulations:

- 6.1. Before using any IT facilities, users must be authorised by completing the registration process. See the University's [registration procedures](#).
- 6.2. Users will comply with all relevant policies and procedures as outlined in section 4 of this policy.
- 6.3. The University of Wolverhampton's IT facilities must be used for the purposes and in the way they were intended to be used and only for work related to a the individual's position and role within the University. Other use may be allowed with prior approval from the Director of IT Services
- 6.4. Use of the University of Wolverhampton's IT facilities must not bring the University of Wolverhampton into disrepute.
- 6.5. Users must not disrupt, interfere or cause damage to the University of Wolverhampton's IT facilities, nor to any of the accommodation or services associated with them. Users may be liable for the cost of remedying any damage they cause.
- 6.6. Users must adhere to the terms and conditions of all licence agreements relating to IT facilities and information which they use including software, equipment, services, documentation and other goods including items loaned to them by the University.
- 6.7. Users must not infringe copyright works in any form including software, documents, images, audio or video recordings.
- 6.8. Users must not load any software onto the IT facilities without permission from their Dean or Director and in consultation with IT Services.
- 6.9. Users must take all reasonable precautions to ensure that they do not deliberately or recklessly introduce any virus, worm, trojan or other harmful or nuisance program or file into any IT facility e.g. by not opening email attachments of unknown source. They must not take deliberate action to circumvent any precautions put in place by the University of Wolverhampton to prevent this.
- 6.10. Users must not access, delete, amend or disclose the data or data structures of other users without their permission.
- 6.11. Staff users must not hold or process any personal data other than that defined in the University's registration under the Data Protection Act 1998. All other users must not hold or process any personal data unless expressly authorised to do so by a Dean, Head or member of University Executive.
- 6.12. Users must not act in any way which puts the security of the IT facilities at risk. In particular, user names and passwords must be kept safe, secure, and used only by those authorised to do so.
- 6.13. Users must not disclose their passwords to any other parties. Users must not use login IDs or passwords not belonging to them. Users must not store passwords in mobile devices; university-owned mobile devices (e.g. smart phones) must be protected by PIN number.

- 6.14. Users connecting personally-owned IT equipment to the University wireless network are advised that it will be subject to security checks and certain prerequisites before connection is allowed. These are detailed on the IT Services web site. Such use of University networks is at the owner's risk. The university does not accept responsibility for any loss or damage occurring to non-University equipment through the use of its network facilities.
- 6.15. Users must not establish or operate wireless access points within University premises. Equipment fitted with wireless capability must be used in "infrastructure mode" via a University wireless access point.
- 6.16. Users must not in their use of IT facilities exceed the terms of their registration. In particular they must not connect to or attempt to connect to any computing IT facility without the permission of the system owner. Access without permission may constitute hacking, which is a criminal offence in terms of the Computer Misuse Act 1990, as amended.
- 6.17. The use of IT facilities or information for commercial gain must have the explicit prior permission of the Director of IT Services and may be subject to charge.
- 6.18. The use of IT facilities or information to the substantial advantage of other bodies, such as employers of placement students, must have the explicit prior permission of the Director of IT Services and may be subject to charge.
- 6.19. Users must not attempt to conceal or falsify the authorship of any electronic communication.
- 6.20. Users must not send unsolicited electronic communications to multiple recipients except where it is a communication authorised by University of Wolverhampton. Specifically, users must not use the University of Wolverhampton's facilities to send spam or chain letters. If in doubt, advice must be sought from the Director of Marketing and Communication.
- 6.21. The creation, retention, display, production or circulation of material which is illegal, discriminatory, likely to cause offence or which promotes terrorism is forbidden. Where access to such material is deemed necessary, permission must be sought from the University Secretary.
- 6.22. The University of Wolverhampton reserves the right at any time and without notice to withdraw or withhold services to users where a breach of policy, terms or conditions has been identified.
- 6.23. When a user has been identified as having left the University, their account will be disabled and all data deleted shortly after their departure. Accounts may also be disabled and deleted if not used for 12 months or more.
- 6.24. Any infringement of these regulations constitutes a disciplinary offence under the applicable procedure and may be treated as such regardless of legal action.

7 DISCLAIMER

The University of Wolverhampton makes no representations about the suitability of this service for any purpose. All warranties, terms and conditions with regard to this service, including all warranties, terms and conditions, implied by statute, or otherwise, of satisfactory quality, fitness for a particular purpose, and non-infringement are excluded to the fullest extent permitted by law.

University of Wolverhampton shall not in any event be liable for any damages, costs or losses (including without limitation direct, indirect, consequential or otherwise) arising out of, or in any way connected with, the use of the service, or with any delayed access to, or inability to use the service and whether arising in tort, contract, negligence, under statute or otherwise. Nothing in these terms excludes or limits liability for death or personal injury caused by the negligence of institution in providing this service.

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