



Policy

Acceptable Use of IT Facilities

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1 Document Overview

1.1 Purpose

The purpose of this policy is to define what is considered acceptable use, by the University and by legislation, of IT facilities within the University, irrespective of location.

<https://www.gcu.ac.uk/staff/it/itregulationspolicies/>

<https://community.jisc.ac.uk/library/acceptable-use-policy>

1.2 Scope

This policy covers the use of all University IT Facilities and computer devices, systems and networks, irrespective of location and is applicable to all staff, students and visitors.

1.3 Definitions

University: Glasgow Caledonian University is a Scottish Registered Charity, No. C021474 with its registered office at Cowcaddens Road, Glasgow G4 0BA, Scotland, UK.

Staff: Staff are salaried members of the University or individuals contracted by or to the University to provide a service.

Student: A person pursuing any course of study at the University.

Visitor: A visitor is anyone, not a member of staff or student, requiring access to University services or premises.

User: A member of staff, student or visitor who has been authorised by the University to use University IT Facilities and to gain access to University networks and information systems.

Information: The result of processing, manipulating, or organising of data. Examples including but not limited to, text, images, sounds, codes, computer programmes, software and databases.

Information System: Any information processing system procured by and licensed to the University for Use in any of its IT Facilities.

Computer Device: A portable or fixed computer device owned by the University; for example a fixed desktop, laptop, tablet, or smartphone.

Confidentiality: Property that information is not made available or disclosed to unauthorized individuals, entities, or processes.

Integrity: Property of accuracy and completeness.

Availability: Property of being accessible and usable upon demand by an authorized entity

University IT Facilities: All University owned or leased accommodation which houses computer hardware or software which in turn is owned, leased or licensed to and operated by the University. This includes;

- Computer hardware and software owned by, leased or licensed to the University and connected to the University network (s) by whatever means
- Computer hardware and software owned by, leased or licensed to the University and not connected to the University network (s)
- All networking, data processing and information and communications systems, including connections to external computers or networks including systems accessed through commercial or other arrangements

1.4 Supporting Documents

Regulations for Use of IT Facilities, Code of Conduct for Use of IT Facilities.

2 Policy

University IT Facilities or any computer device owned and provided by the University must not be used for any immoral, unlawful or unethical purpose or anything which violates established internet custom and practises or protocols.

Where a user is expressly required to undertake any of the above in the course of their role either for academic or research purposes, the user is required to obtain permission from their line manager prior to access. As a minimum the line manager will be the responsible Head of Department.

Although personal use of IT Facilities is permitted, it must not significantly affect the performance or availability of those facilities, impact on the user's role within the University or the user's ability to undertake their course of study.

When a computer device is supplied to a user by the University, it is built with approved licensed software and managed in accordance with University policies. No unapproved software will be permitted to be added to the approved software build for that device.

3 Review

The Information Governance Committee is responsible for keeping this policy current. This policy will be reviewed annually or more frequently as required.

4 Breach of Policy

A breach of University policies, rules or regulations is considered as an issue of potential misconduct, which will be dealt with as a disciplinary matter under the University's Conduct & Capability policy. If there is anything in this policy that you do not understand, please discuss it with your line manager.

5 Information

If you have any questions regarding this policy, please contact the University's Information Security Team via the IT Service Desk.

6 Policy Awareness

All individual users of University IT Facilities and information systems must comply with the appropriate information security policies, regulations, code of conducts, guidelines and practises and procedures including any external accountability.

It is a condition of use of the IT Facilities that a user's activity may be logged and or monitored and that information in their IT account, including but not limited to, files, images, documents, audio, videos, browsing history, communication history, may be accessed and processed with or without their consent as outlined in the ***Monitoring and Accessing Information policy***.

7 Guidance

For guidance and further information please go to

<https://www.gcu.ac.uk/staff/it/itregulationspolicies/>