



Regulations and Code of Conduct for Use of IT Facilities

Document Filename	Regulations and Code of Conduct for Use of IT Facilities.docx
Version	1.2
Information Classification	Open
Status	Approved
Date	19 October 2017
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Document Approval and Version Control

Title		Name of Approvers			Date
Regulations and Code of Conduct for Use of IT Facilities		Glasgow Caledonian University Executive Board			19/10/2017
Revision	Status	Author (s)	Reviewed By	Approved By	Issue Date
1.0	Draft	Brian Fitzsimmons	Mark Johnston, Hazel Lauder, Information Management Forum		
1.1	Draft	Brian Fitzsimmons	Information Governance Committee		
1.2	Approved	Brian Fitzsimmons		Executive Board	19/10/2017

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1 Document Overview

1.1 Purpose

The purpose of this document is to define a set of regulations which covers the use of University IT Facilities by its users.

1.2 Scope

The Regulations for use of IT Facilities applies to all users of University IT Facilities in all registered University locations.

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.

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

Acceptable Use of IT Facilities Policy, Janet Acceptable Use Policy.

2 Regulations and Code of Conduct for the Use of IT Facilities

The University has agreed a set of regulations and a code of conduct which covers the use of all IT Facilities by its users, irrespective of location. The core principal which underpins the regulations and code of conduct is that IT Facilities must be used in a manner that is legal, ethical, and appropriate to the aims of the University and not to the detriment of others.

When using University IT Facilities users must abide by the agreed set of regulations and behave in a manner that it is compatible with the code of conduct. Users must also abide by any other relevant internal and external policies and the requirements of EU/UK law (Acts of Parliament) related to the use of computers, information processing systems and computer networks.

Any use, including personal use, of University IT Facilities to create, store or disseminate information or to access external computer networks or other computer based communication systems must conform to the JISC policy on acceptable use and the University's policy on Acceptable use of IT Facilities. These policies are designed to maintain the accommodation in good order and to generate an academic and administrative environment that is productive, ethical, legal, secure, facilitative and effective.

In using the University's IT Facilities users accept that;

- The University accepts no liability for the loss or corruption of any file or files or information, contained therein or loss or damage (excluding any liability for personal injury or death) to users or their equipment, operating systems or other assets which may result from the use of IT Facilities or their withdrawal.
- The University has the right to take legal action against users who cause it to suffer loss or damage, including damage to its reputation, or be involved in legal proceedings as a result of their breach of these regulations, and to seek reimbursement of such loss, or any associated costs including the costs of legal proceedings.
- Where damage to University's IT Facilities results from the negligence of any user to fulfil duties or requirements that could be reasonably expected of them, the University may choose to take appropriate action.

Regulations

Users must not make any use of the University's IT Facilities to:

- commit or assist in a criminal or illegal act
- harass any other individual or group
- disclose their username and password to any other user or person;
- access or attempt to access any University information system or computer networks without authorisation
- knowingly introduce any malicious software programs into University information systems or attempt to circumvent any anti malicious software preventative measures
- attempt to gain access to management information systems or other systems not available for general use
- display, print, transmit or store text or images or other data/information which could be considered illegal or offensive; for example pornographic, racially abusive or libellous material

Code of Conduct

- IT Facilities are places of work and study; personal conduct within these areas must reflect this
- Users must be aware that academic related use of the IT Facilities has priority over all other non-academic use including game playing, social media activity and personal use as stated in the acceptable use policy
- Users must not use computers to create, produce, display or print materials which are illegal or considered offensive
- Users must not use IT Facilities and information systems for commercial gain unless by prior arrangement and agreement with the University
- Users must abide by copyright and license conditions applicable to the University IT Facilities; these include;
 - Users must not modify copyright and licensed software
 - Users must not install unlicensed software programs onto University computer systems
 - Users must not take copies of software programs unless authorised to do so
- Users must not participate in any activity which could bring the University into disrepute
- Users are responsible for ensuring the privacy of information held by them on the University IT Facilities and that information stored about other individuals or groups is done so in accordance with the data protection act
- The ability to read information on another person's computer screen does not imply that you have permission to do so; all information held by another user is private and must be treated as such unless otherwise agreed
- It is the individual user's responsibility to act in a manner that will not cause damage to University IT Facilities or disrupt services; any costs associated with repairing or replacing deliberately damaged equipment will be sought from the person who caused the damage
- Computers cannot be reserved by individual users
- The consumption of food and drink, with the exception of bottled water, in IT Facilities is prohibited except by prior arrangement and agreement

3 Review

The Information Governance Committee is responsible for keeping this set of regulations and code of conduct current. This document will be reviewed annually or more frequently as required.

4 Breaches of Regulations and Code

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. It could also be the case that, dependent upon the breach, legal as well as disciplinary action may be required.

If there is anything in this policy that you do not understand, please discuss it with your line manager.

5 Information

The Director of Information Technology or their nominee has the right to suspend a user's access to IT Facilities pending an investigation into a breach or suspected breach of IT Regulations or University policy or University disciplinary procedures.

The Director of Information Technology or their nominee has the right to suspend a user's access to IT Facilities if they feel that there is a risk to the confidentiality, integrity, availability or value of University information caused by an incident or event not covered under University policies or University disciplinary procedures.

As part of an investigation the University has the right to access any information held on University IT systems and information systems; this includes but is not limited to data files, logs, browsing history and personal information.

The University draws to the attention of all users the University's statutory obligations under the Counter Terrorism Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

If you have any questions regarding these regulations 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/>