



## Acceptable use of IT Facilities provided by the College

### Scope

The policy applies to all members of the College Community, including Fellows, students and staff. The policy applies to use of the IT Facilities provided by the College. This includes access to the College's network and systems through personal devices. The College network also falls under the supervision of the University Information Services, and all users remain subject to its rules and guidelines.

### Operation of IT Accounts

Information Technology is an essential part of College life and business. You will be assigned appropriate access to the network and support in its use according to your role within the College.

You must ensure that your use of the network does not interfere with the work of other users or jeopardize the integrity of data networks, computing equipment, systems programs, or other stored information.

You must never use College systems:

- For unauthorised commercial purposes.

- To bully, harass or cause distress to others

- For illegal downloading, file sharing or support for other illegal activities

- The College supports Freedom of Expression, however using College systems to promote extreme views inciting violence and/or hatred of others because of their race, religion, sexual orientation or political affiliations is never acceptable and may constitute a criminal offence.

- Your account will be deleted when you leave. It is your responsibility to save or pass on any information that should be retained by you after your departure. If you are a member of staff you must not store significant amounts of College information where it is not accessible to others without good reason.

### Security of IT Accounts

You must have an authorised IT Account in order to access College systems. You are responsible for ensuring the security of your account. You must not share your password or otherwise allow unauthorised access to the network.

College systems may be accessed using personal devices, subject to the following conditions:

- You must consult the IT D

If you access College systems on your own device you should not leave it unattended and unlocked while working.

You should ensure that all portable devices and media that use College data are encrypted.

You must report the loss or theft of equipment used to access College systems to the IT Department immediately.

Devices may be remote-wiped to protect the information available on them.

The College's policy on Identification and Handling of Confidential Information sets out standards for handling sensitive data held on our systems.

## Information for Staff and College Officers

All data created in the course of College business is the property of the College and subject to the College's obligations under law. You must ensure that information created in the course of your work is available for colleagues as appropriate. For College policy on operation of its file systems please see Storage of Information on the College's Systems.

## Prevent Duty Guidance

Under the Prevent Duty, encouragement of terrorism and inviting support for proscribed terrorist organisations are both criminal offences. You may not create, download, store, transmit or display material that promotes or incites hatred, terrorism or hate crimes. Researchers in this field should take advice from the University in the first instance.

## Monitoring of Account Activity

The College does not routinely monitor the account activity of specific users and will do so only in exceptional circumstances. Monitoring will only be authorised when there is clear and justifiable suspicion of sustained misuse, where a user's actions may adversely affect network performance or where suspected criminal activity occurs.

For monitoring to take place, authorisation of the IT Manager and another College Officer or Senior Manager will be required. For students this will normally be the Dean of College and for Fellows and staff the Bursar.

## Breaches of this policy

Serious infringements of this policy will be dealt with by the appropriate College disciplinary processes as set out in the College Statutes and Regulations or through the Staff Disciplinary Policy.