Student IT Acceptable Use Policy

SUMMARY

This Policy explains:

- How you as a student of the University ("**Student**") or ("**User(s)**") may use the University's computing facilities;
- How Users or the University may be liable in law for misuse of the University's computing facilities;
- How User's interests and the University's interests can be protected;
- The action which may be taken against Users if you fail to comply with the rules and regulations set out in this Policy; and details of the email and file storage services provided by Microsoft.

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computing facilities and Users' compliance with any applicable laws and/or the contents of this Policy

2.0 Basic Principles

2.1 Only use the University's computing facilities for lawful activities. The University will not hesitate to contact the police if it discovers unlawful use of University computing facilities.

2.2 Do not engage in any activity or omit to do anything which could jeopardise the integrity or security of the University's computing facilities.

2.3 Keep your 'Network Identity', all your User 'Accounts' and associated passwords secure.

2.4 Do not share your own or use someone else's 'Network Identity' and User Account.

2.5 Do not use, or permit others to use, the University's computing network for any commercial use, nor for the purposes of endorsing or advertising such activity without the express authority of the University's IT Department

2.6 Do not alter, interfere, add to or remove any physical part of the University's computing facilities or any equipment connected or attached to the University's computing facilities without authorisation. Data points provided for Users are designed to support one computer only and the unauthorised connection of hubs and switches to data points is forbidden.

2.7 Do not access material, or attempt to access material, that you do not have permission to access.

2.8 Do not bypass or attempt to bypass the login procedure.

2.9 Do not deny (or do anything which has the effect of denying) another Users' legitimate access to the University's computing facilities.

2.10 Do not connect any server, modem, wireless routers and hubs or network routers / switches / hubs to the University's computer networ

5.4 Emails and the Internet are considered to be a form of publication and therefore the use of the Internet, email and the making available of any information online, must not be offensive, (including without limitation bullying, harassing, discriminatory, pornographic, homophobic, excessively violent, obscene, blasphemous, seditious, incite racial hatred), defamatory or in any way break any law relating to published material. Misuse of email or inappropriate use of the Internet by viewing, accessing, transmitting or downloading any such offensive information will amount to a serious offence and/or gross misconduct pursuant to the Student Disciplinary Regulations. . If you receive an email containing any such material, and you are concerned about this you should contact the IT ServiceDesk.

5.5 Users must not send email which might bring the University into disrepute or purport to be the view(s) of the University unless the User is authorised in writing to express views on behalf of the University.

5.6 Do not send unsolicited bulk email messages, chain mail or spam.

5.7 The University and the University on behalf of its externally hosted providers, including Microsoft, reserves the right to automatically delete emails which are found to contain viruses or constitute a data security breach (e.g. contain sensitive and or authentication cardholder data). The University endeavours to protect Users from offensive emails through the operation of 'Anti Spam filters' (as part of the Microsoft Facilities) PROVIDED THAT in addition, Users endeavour to reduce the amount of offensive material they receive by the configuration of their email setup to screen out and delete unwanted emails.

5.8

8.0 Security and Viruses

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make and keep copies of emails and data documenting use of email and/or the Internet systems, for the purposes set out above.

10.5 Users hereby acknowledge and agree that the University has the right to retain copies or delete copies of any data stored on the system so as to comply with the University's statutory obligations or, at its own discretion, in accordance with the legitimate purposes stated above. 021

12.0 Supporting Documents and Policies

Document	Location
JISC Acceptable Use Policy	https://community.jisc.ac.uk/library/acceptable-use-policy/
Microsoft Terms of Use	https://www.microsoft.com/en-gb/servicesagreement/
University Policies	https://www.law.ac.uk/policies/
Student Charter and Student Code of Behaviour	https://www.law.ac.uk/globalassets/13.-media--doc-repo/08.-policies/pdf_policies_student-charter.pdf https://www.law.ac.uk/globalassets/13.-media--doc-repo/08.-policies/pdf_policies_students-code-of-behaviour.pdf
Dignity at Work and Study Policy	https://www.law.ac.uk/globalassets/13.-media--doc-repo/08.-policies/pdf_policies_dignity-at-work-and-study-policy.pdf
Student Social Media Policy	https://www.law.ac.uk/policies/
Academic Freedom Policy	https://www.law.ac.uk/globalassets/13.-media--doc-repo/08.-policies/pdf_policies_academic-freedom-policy.pdf
Student Discipline Regulations	https://www.law.ac.uk/globalassets/13.-media--doc-repo/08.-