

# Acceptable Usage Agreement (short version)



### Change Control

<b>Version:</b>	V1
<b>New or Replacement:</b>	New
<b>Approved by:</b>	
<b>Date approved:</b>	1 <sup>st</sup> March 2017
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<b>Name of Corporation committee:</b>	
<b>Date issued:</b>	6 <sup>th</sup> March 2017
<b>Review date:</b>	1 <sup>st</sup> March 2018
<b>Document Reference:</b>	AUP-SV

### Revision History

Version	Type	Date	History

## **Introduction**

It is the responsibility of all users of the Grimsby Institute Group IT services to read and understand this policy. This policy may be updated from time to time, in order to comply with legal and policy requirements.

## **Purpose**

This Acceptable Use Policy is intended to provide a framework for such use of The Grimsby Institute Group's (referred to as "The Group") IT resources. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to.

## **Scope**

Members of The Group and all other users (staff, students, visitors, contractors and others) of The Group's facilities are bound by the provisions of its policies in addition to this Acceptable Use Policy. The Group seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching, innovation and research to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to students, staff and partners of The Group.

## **Unacceptable Use**

The Group network may not be used directly or indirectly by a user for the download, creation, manipulation, transmission, storage, or viewing of:

- any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
- unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
- unsolicited "nuisance" emails;
- material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of The Group or a third party;
- material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
- material with the intent to defraud or which is likely to deceive a third party;
- material which advocates or promotes any unlawful act;
- material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
- material that brings The Group into disrepute.

The Group's network must not be deliberately used by a user for activities having, or likely to have, any of the following characteristics:

- intentionally wasting staff effort or other Group resources;
- corrupting, altering or destroying another user's data without their consent;
- disrupting the work of other users or the correct functioning of The Group network;
- denying access to The Group's network and its services to other users; or
- pursuance of commercial activities for personal gain.

Where The Group network is being used to access another network, any abuse of the Acceptable Use policy of that network will be regarded as unacceptable use of The Group network.

Users shall not:

- introduce data-interception, password-detecting or similar software or devices on the network;
- seek to gain unauthorised access to restricted areas of the network;
- access or try to access data where the user knows or ought to know that they should have no access;
- carry out any hacking activities; or
- intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.

#### **Exemptions from Unacceptable Use:**

There are a number of legitimate academic activities that may be carried out using The Group's information systems that could be considered unacceptable use, as defined above. Such activities should only be carried out under the guidance/advice and supervision of a member of staff. For example, research involving defamatory, discriminatory or threatening material, the use of images that may depict violence, the study of hate crime, or research into computer intrusion techniques.

#### **Consequences of Breach**

In the event of a breach of this Acceptable Use Policy by a user, The Group may in its sole discretion:

- restrict or terminate a user's right to use The Group's network;
- withdraw or remove any material uploaded by that user in contravention of this Policy; or
- where appropriate, disclose information to law enforcement agencies and take any legal action against a user for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith.

In addition, where the user is also a member of staff, the Group may take such action, disciplinary or otherwise as it deems appropriate and which is in accordance with staff policies.

#### **Definitions**

*The Group network – all computing, telecommunication, and networking facilities provided by The Group, with particular reference to all computing devices, either personal or Group owned, connected to systems and services supplied.*