IT Acceptable Use Policy

What you may and may not do when you use BIOR Business School systems, and the consequences of breaking the rules.

This policy has been approved by the Governance Board.

Introduction

It is the responsibility of all users of BIOR systems to read and understand this policy. This policy may be updated from time to time, in order to comply with legal and policy requirements.

1.1 Purpose

This Acceptable Use Policy is intended to provide a framework for such use of BIOR systems. It should be interpreted such that it has the widest application and to include new and developing technologies and uses, which may not be explicitly referred to.

1.2 Policy

This Acceptable Use Policy is taken to include the BIOR Safeguarding and "PREVENT" policy and statutory duty. The purpose of this duty is to aid the process of preventing people being drawn into terrorism.

1.3 Scope

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

2 Unacceptable Use

a) BIOR Systems may not be used directly or indirectly by a User for the download, creation, manipulation, transmission or storage of:

1. any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
2. unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;

3. unsolicited "nuisance" emails;
4. material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the University or a third party;
5. material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
6. material with the intent to defraud or which is likely to deceive a third party;
7. material which advocates or promotes any unlawful act;
8. 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
9. material that brings the BIOR into disrepute.

b) BIOR Systems and our network must not be deliberately used by a User for activities having, or likely to have, any of the following characteristics:

1. intentionally wasting staff effort or other BIOR resources;
2. corrupting, altering or destroying another User's data without their consent;
3. disrupting the work of other Users or the correct functioning of BIOR systems; or
4. denying access to BIOR systems and its services to other users.

c) Any breach of industry good practice that is likely to damage the reputation of the BIOR.

d) Where BIOR systems are being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of BIOR Systems.

e) Users shall not:

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

3 Consequences of Breach

In the event of a breach of this Acceptable Use Policy by a User the BIOR may at its sole discretion:

a) restrict or terminate a User's right to use BIOR systems;
b) withdraw or remove any material uploaded by that User in contravention of this Policy; or
c) 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.

4 Definitions

BIOR Systems and Network – all computing, software, telecommunication, data, electronic equipment and networking facilities provided by the BIOR, with particular reference to all computing devices, either personal or BIOR owned, connected to systems, software, networks and services supplied run by BIOR.

5 Document Control Information

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