

# ACCEPTABLE ICT USER POLICY

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## Purpose

To ensure the organisation's use of the IT facilities is compliant with the Data Protection Act 1998, the Copyright, Designs and Patents Act 1988 and subsequent regulations, and the Computer Misuse Act 1990.

## Scope

The following policy applies to all users of IT facilities owned, leased or hired by the DTL, all users of IT facilities on the organisation's premises and all users of IT facilities connected to the DIVAD Training Limited (DTL) networks. Users must also comply with any local instructions or regulations displayed alongside computing facilities or on computer screens.

Use of the IT facilities is subject to the provisions of the Data Protection Act 1998, the Copyright, Designs and Patents Act 1988 and subsequent regulations, the Computer Misuse Act 1990.

Where the DIVAD Training Limited network or Internet facility 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 DIVAD Training Limited network and/or Internet services.

The use of any of the DIVAD Training Limited computing facilities for commercial gain, for work on behalf of others or for private or personal use (unconnected with a student's course of study at the DIVAD Training Limited or a member of staff's legitimate activities), unless prior agreement has been made with the designated authority for the facilities and an appropriate charge for that use has been determined.

## Responsibility

DIVAD Training Limited network and Internet provision may be used by staff or enrolled learners for any legal activity that is in furtherance of the aims and policies of the DIVAD Training Limited.

## Monitoring, Review and Dissemination

The DIVAD Training Limited reserves the right to monitor usage of its computing facilities, in order to ensure their proper use according to this policy. Such monitoring may be undertaken randomly or at fixed periods dependent upon the computing facility.

The Acceptable Use Policy must be read in conjunction with the DIVAD Training Limited eSafety Policy.

The policy will be reviewed by the Head of IT every 2 years or when significant changes

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to legislation take place

This document will be disseminated to Staff on the intranet and learners at enrolment.

## Policy

Certain facilities may be chargeable. Failure to pay outstanding charges may result in withdrawal of services and/or withholding of awards.

Users must not cause any form of damage to the DIVAD Training Limited computing equipment or software, nor to any of the rooms and their facilities and services which contain that equipment or software. The term “damage” includes modifications to hardware or software which, whilst not permanently harming the hardware or software, incurs time and/or cost in restoring the system to its original state. Costs associated with repairing or replacing damaged equipment or software and/or in providing temporary replacements may be charged to the person or persons causing the damage. The costs will be determined by the designated authority.

The DIVAD Training Limited network and Internet services may not be used for any of the following:

- The creation or transmission (other than for properly supervised and lawful research purposes) 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;
- The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety;
- The creation or transmission of defamatory material;
- The connection of any device into the DIVAD Training Limited network without prior agreement from an appropriate designated authority, ie CITS;
- The unauthorised purchase of “goods” and/or “services” through the DIVAD Training Limited network and/or Internet services;
- The transmission of material such that this infringes the copyright of another person;
- The sharing or documenting of logins and/or passwords;
- The transmission of unsolicited commercial or advertising material either to other user organisations, or to organisations connected to other networks, save where that material is embedded within, or is otherwise part of, a service to which the member of the user organisation has chosen to subscribe;

Deliberate unauthorised access to facilities or services accessible via the DIVAD Training Limited network or Internet provision;

- Wasting staff effort or networked resources, including time on end systems accessible via the DIVAD Training Limiteds’ network and/or Internet facilities and the effort of staff involved in the support of those systems;

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- Corrupting or destroying other users' data;
- Violating the privacy of other users;
- Disrupting the work of other users;
- Using the DIVAD Training Limited network and Internet service in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of network equipment);
- Continuing to use an item of networking software or hardware after CITS or authorised body has requested that use cease because it is causing disruption to the correct functioning of the DIVAD Training Limited network or Internet provision;
- Other misuse of the DIVAD Training Limited network and/or networked resources, such as the introduction of "viruses", "worms", "trojan horses" or other programs which have a harmful or nuisance affect.
- The taking of deliberate action to circumvent any precautions taken by the DIVAD Training Limited to safeguard the security of its computer systems.
- Unauthorised use of personal data or unauthorised provision to a third party of personal data contained within any of the DIVAD Training Limiteds IT systems.

Failure to observe any of these regulations may result in withdrawal of access to IT facilities, local, DIVAD Training Limited-wide or external, at the discretion of the Head(s) of the Department(s) concerned. It may also result in a recommendation that the infringement be pursued via the DIVAD Training Limited formal disciplinary procedures. Infringement of certain regulations may be subject to penalties under civil or criminal law and such law may be invoked by the DIVAD Training Limited.