Ruskin College Oxford

IT REGULATIONS

Created: July 2011
Approved: IT, Finance and Board of Trustees
Last Reviewed: March 2020
Responsibility for Review: IT, Finance and Board of Trustees
Date of Next Review: February 2025

I.T Regulations

These Regulations form part of the General Regulations of Ruskin College. Any person requiring further information about these Regulations can contact the IT Department.

1. Scope

1.1 These regulations apply to users of all IT facilities owned or used by Ruskin College, all users of IT facilities on the premises of Ruskin College and all users of any IT facilities connected (locally or remotely) to the networks of Ruskin College.

1.2 "IT facilities" includes computer hardware, software and networks owned or used by Ruskin College.

1.3 By using the IT facilities users are agreeing to be bound by these Regulations and are agreeing to comply with the requirements of all applicable statutory provisions.

1.4 Your ICT account is given to you for the duration of your time at the college, once you leave the college your account will be disabled although the college may keep the account archived as for legal/business reasons the account may need to be accessed in the future. This will be kept in line with legal limits and the Colleges Data protection/retention policies.

2. The Legal Framework

The use of IT facilities is subject to provisions of current legislation. In addition:

Users must observe the Acceptable Use Policy of the Joint Academic Network (JANET) a copy of which can be viewed at URL: https://community.jisc.ac.uk/library/acceptable-use-policy

Users must comply with any regulations and instructions as may be introduced by Ruskin College from time to time.

3. Authorisation

3.1 Use of any IT facility is open only to staff and registered students of Ruskin College, and any other persons authorised by Ruskin College.

4. Induction

4.1 Student use of computing facilities is conditional upon a signed declaration, by the student, agreeing to adhere to the rules and regulations governing the use of such facilities and the allocation of a username and password authorised by the IT Department. The granting of a username and password will constitute the authorisation for the use of facilities referred to in paragraph 3.

5. Access

5.1 Students may not access any IT facility outside the permitted hours of access. Every effort will be made to allow students as much access as possible to the College's IT facilities; however, the College reserves the right to restrict access for maintenance, for teaching purposes and for other such essential reasons.

6. Conditions of use for hardware and software

6.1 Users must not in any way deliberately cause any form of damage to Ruskin College's IT facilities, or to any of the rooms which contain such IT facilities. The term 'damage' includes modifications to hardware and software which, whilst not permanently harming the hardware or software, incurs time and/or cost in restoring the system to its original state. Any costs

associated with repairing or replacing deliberately damaged equipment or software and/or in providing temporary replacements will be determined by Ruskin College.

6.2 Users must not use the IT facilities in any way that could expose the User or Ruskin College to any criminal or civil liability.

6.3 Users must adhere to the terms and conditions for all licence agreements relating to any part of those facilities including software, equipment, services, documentation, or other goods.

6.4 Users must not copy software or documentation without permission from the IT Department.

6.5 Users must not modify any software or incorporate parts of any software into their own work, without permission from the IT Department of Ruskin College.

6.6 Users must not install software or download software from the Internet onto Ruskin College's computer system or any workstation.

6.7 Users must not deliberately introduce any virus, worm, Adware, Spyware, Trojan horse or any other 'nuisance' program or file on to any system external or internal to Ruskin College or take deliberate action to circumvent any precautions taken by Ruskin College to prevent 'infection' of its machines.

6.8 Users must not use third party text, images sounds, trademarks, and logos in materials such as e-mails, documents, and web pages unless they have the consent of the rights holder and/or the IT Department of Ruskin College.

6.9 Users must not delete other users' files or interfere in any way with the contents of their directories.

6.10 Users must not use another user's computer account or allow another user to use his/her computer account.

6.11 Users are responsible for maintaining the security of their own password and should not divulge that password to anyone else. Users will be held responsible for any IT access in which their computer account has been used.

6.12 Users must not make use of any of Ruskin College's computer equipment to connect to any other computing facilities without prior permission and appropriate registration.

6.13 Every user of networking facility must observe any rules pertaining to use of those networks.

6.14 Users must not connect any device into Ruskin College's network without prior agreement from the IT Department of Ruskin College.

6.15 Users must ensure that they terminate each session in accordance with published instructions.

6.16 Users must comply with guidelines issued for using e-mail services which can be accessed on the College's Intranet. The guidelines apply to staff and students and can also be found in the staff handbook, which is also on the Intranet.

6.17 Users must not use e-mail services to forge e-mail signatures or harass any other person external or internal to Ruskin College.

6.18 Users must not use IT Services to store, produce, transmit or display potentially offensive text or images of a sexual, pornographic, racist, libellous or terrorist nature, nor any other text or images that could make others fearful, anxious or apprehensive or that could bring Ruskin College into disrepute.

6.19 Users must not store, produce, transmit or display material that is unlawfully discriminatory on the grounds of sex, race, disability, age, sexual orientation or religion or belief.

6.20 Users should avoid content which may be defamatory particularly when sending electronic information.

6.21 If the storage, production, transmission or display of such material as identified in sections 6.16 to 6.19 is required for research purposes, written permission must be obtained from the appropriate academic co-ordinator who will then obtain confirmation of the permission from the IT systems manager. In all cases such use must not breach section 6.2 above.

6.22 Users should be aware that it is possible to form a contract electronically. Users should ensure that they have authority from the relevant Cost Centre Manager before committing Ruskin College to any contractual obligations.

6.23 Where users are required to construct or maintain files of personal data for academic/research purposes they must obtain written authority for this from the data protection officer at Ruskin College. Users should be aware of the requirements of the Data Protection Act 1998, and the General Data Protection Regulations 2018, the Regulation of Investigatory Powers Act 2000, and the Human Rights Act 1998. Users may contact Ruskin College's data protection officer for further advice.

7. Behaviour

7.1 Users can be held accountable for any cost or inconvenience caused by the excessive use of network bandwidth for activities that are not in accordance with the Janet Acceptable Use Policy. Ruskin College reserves the right to decide on any cost or inconvenience caused.

7.2 Smoking, eating, or drinking is not permitted in any student computer room.

7.3 Users must respect the rights of others and should conduct themselves in a quiet and orderly manner when using IT facilities. Students must not leave a computer workstation locked on their account if they intend to be away from the workstation for longer than 60 minutes.

7.4 No equipment should be moved from its designated place or be tampered with in any way. This includes changing workstation characteristics.

7.5 Interference with or removal of printout which belongs to another person is not permitted.

7.6 Stationery should only be used for the purpose for which it is supplied. It should be carefully conserved, and unused stationery should not be removed.

8. Private and commercial use

8.1 The use of any of Ruskin College's IT facilities for commercial gain or for work on behalf of other groups is not permitted unless prior agreement has been made with Ruskin College and an appropriate charge for that use has been determined.

8.2 The use of Ruskin Colleges IT facilities are for work use only and should not be used for personal purposes, any communication that goes through the college network is college data and is therefore subject to various forms of legal request (i.e. Freedom of information Requests) in line with the Data Protection Policy.

9. Charging

9.1 The use of certain facilities may be charged for. Failure to pay outstanding charges may result in withdrawal of services.

10. Disclaimers

10.1 Ruskin College accepts no responsibility for the malfunctioning of any equipment or software, failure in security or integrity of any stored program or data or for any loss alleged to have been caused whether by defect in the resources or by act or neglect of Ruskin College, its employees or agents. Users should ensure that work is saved regularly and that back-ups, either in hard copy form or to removable media, are taken.

11. Monitoring

11.1 Ruskin College routinely monitors the activity on the IT facilities to ensure that they are in good working order and to protect the facilities, for example, from viruses. Such monitoring would not usually involve monitoring of individual communications.

11.2 Ruskin College reserves the right to monitor individuals' use of the IT facilities, for example, where it is necessary to protect the IT facilities against viruses or to assist in an investigation into a breach of these regulations.

12. Disciplinary Procedures

12.1 Failure to observe these Regulations for the use of IT facilities may result in the following:

12.1.1 Application of Ruskin College disciplinary procedures; and/or

12.1.2 Withdrawal or suspension of access to IT facilities; and/or

12.1.3 Possible reporting of serious offences to the police for further investigation and possible prosecution.

12.2 Ruskin College reserves the right to inspect and/or take copies of information held in the name of a User that may provide evidence in relation to any allegations of a failure to observe these Regulations. In carrying out such inspection or obtaining copies reasonable efforts shall be made to avoid inspection of any files unrelated to the allegation in question.

13. Firewalls, Filtering Software, Prevent and Safeguarding

13.1 This section should be read in conjunction with the Ruskin College Safeguarding Policy

13.2 Ruskin College uses firewalls and filtering software's to protect and safeguard students and staff as well as the ICT systems and Networks.

13.3 Blocked sites include, but are not limited to, Adult Material, Militancy and Extremism, Violence, and weaponry in accordance with the Prevent and Safeguarding legislation and JA. Nets regulations.

13.4 Individual sites can be added to a blocked or acceptable access lists at systems level, please contact ICT staff if you feel a site should be reviewed.

13.5 The College is flagged by JA.NET and the Firewall if illegal activity or activity which breaks these regulations, government legislation including Prevent or JA. Nets terms and conditions is detected on any individuals account.

13.6 If any member of the college, staff, or student, have any concerns with any activity or anything within this policy please contact the Learning Resources team and/or safeguarding team.