Union Theological College

Union Theological College
Regulations Relating to the Use of Information Technology Facilities

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Union Theological College
Regulations Relating to the Use of Information Technology Facilities

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In accessing Union Theological College IT services, I agree to abide by the regulations below:

Name:

Signature:

Date:

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1. In these regulations, 'College' means Union Theological College, Belfast.

2. College IT and network facilities are provided for use in accordance with the following policy set by the Faculty:

1) The College provides computer facilities and access to its computer networks only for purposes directly connected with the work of the College and the colleges and with the normal academic activities of their members.
2) Individuals have no right to use college facilities for any other purpose.
3) The College reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users' data, such as e-mail, where that is necessary:
   (a) for the proper regulation of the College's facilities;
   (b) in connection with properly authorised investigations in relation to breaches or alleged breaches of provisions in the College's statutes and regulations, including these regulations; or
   (c) to meet legal requirements or otherwise in the context of legal proceedings or the taking of legal advice, in accordance with such procedures as may be approved by the Management Committee for this purpose.
4) Such action will be undertaken only in accordance with these regulations.

3. These regulations govern all use of college IT and network facilities, whether accessed by college property or otherwise.

4. Use is subject at all times to such monitoring as may be necessary for the proper management of the network, or as may be specifically authorised in accordance with these regulations.

5. Individuals may make use of college facilities only with proper authorisation.
    1) 'Proper authorisation' in this context means prior authorisation by the college administration.
    2) Any authorisation is subject to compliance with the college's statutes and regulations, including these regulations, and will be considered to be terminated by any breach or attempted breach of these regulations.

6. Authorisation will be specific to an individual.
    1) Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other individual. Exceptions may be made for accounts set up specifically to carry out business functions of the college or a unit within it, but authorisation must be given by the relevant authority.

7. Users are not permitted to use college IT or network facilities for any of the following:
    1) any unlawful activity;
    2) the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and when the user has obtained prior written authority for the particular activity from the head of his or her department (or, if the user is the head of a department or the chair of a faculty board, from the Principal or Chair of the Management Committee);
    3) with the intention of drawing people into terrorism;
    4) the creation, transmission, or display of material which is designed or likely to harass another individual;
    5) the creation or transmission of defamatory material about any individual or organisation;
    6) the sending of any e-mail that does not correctly identify the sender of that e-mail or any message appearing to originate from another individual, or otherwise attempting to impersonate another individual;
    7) the sending of any message that attempts to disguise the identity of the computer from which it was sent;
    8) the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;
    9) the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;
    10) private profit, except to the extent authorised under the user's conditions of employment or other agreement with the college; or commercial purposes (including advertising commercial services) without specific authorisation;
    11) gaining or attempting to gain unauthorised access to any facility or service within or outside the college, or making any attempt to disrupt or impair such a service;
    12) the deliberate or reckless undertaking of activities such as may result in any of the following:
        (a) the waste of staff effort or network resources, including time on any system accessible via the college network;
        (b) the corruption or disruption of other users' data;
        (c) the unauthorised access, transmission or negligent loss of data;

(d) the violation of the privacy of other users;
(e) the disruption of the work of other users;
(f) the introduction or transmission of a virus or other malicious software into the network;

13) activities not directly connected with employment, study, or research in the College or the colleges (excluding reasonable and limited use for social and recreational purposes where not in breach of these regulations or otherwise forbidden) without proper authorisation.

8. Software and computer-readable datasets made available on the college network may be used only subject to the relevant licensing conditions.

9. Users shall treat as confidential any information which may become available to them through the use of such facilities and which is not clearly intended for unrestricted dissemination; such information shall not be copied, modified, disseminated, or used either in whole or in part without the permission of the individual or body entitled to give it.

10. 1) No user may use IT facilities to hold or process data relating to a living individual save in accordance with the provisions of current data protection legislation (which in most cases will require the prior consent of the individual or individuals whose data are to be processed).

2) Any individual wishing to use IT facilities for such processing is required to inform the College Data Protection Officer in advance and to comply with any guidance given concerning the manner in which the processing may be carried out.

11. Any individual responsible for the administration of any college or college computer or network system, or otherwise having access to data on such a system, shall comply with the provisions of the Data Protection Policy.

12. Users shall at all times endeavour to comply with policies and guidance issued from time to time by IT Services to assist with the management and efficient use of the College's IT facilities.

1) The College may bar access at any time to computers which appear to cause unreasonable consumption of network resources.
2) Use of file-sharing technology and participation in distributed file-sharing networks may be subject to additional regulation and restriction in order to prevent excessive use of college network resources, or the use of those resources for purposes unconnected with the College. If a user has any reason to suppose that an application employs peer-to-peer (p2p) or other file-sharing technology, they should seek the advice of the IT officer responsible for the college or departmental network on which they propose to use the software.
3) a) No computer connected to the college network may be used to give any individual who is not a member or employee of the College or its colleges access to any network services outside the department or college where that computer is situated.
   b) Certain exceptions may be made, for example, for members of other UK universities, official visitors to a department or college, or those paying a licence fee.
   c) Areas of doubt should be discussed with the college administration who will seek advice from IT services.

13. If a user is thought to be in breach of any of the College's statutes or regulations, including these regulations, he or she shall be reported to the appropriate officer who may recommend to the appropriate college authority that proceedings be instituted under college disciplinary procedures.
Examining Users' Data

14. 1) System Administrators (i.e. those responsible for the management, operation, or maintenance of computer systems) have the right to access users' files and examine network traffic, but only if necessary in pursuit of their role as System Administrators.

2) They must endeavour to avoid specifically examining the contents of users' files without proper authorisation.

15. 1) If it is necessary for a System Administrator to inspect the contents of a user's files, the procedure set out in paragraphs (2)-(5) below must be followed.

2) Normally, the user's permission should be sought.

3) Should such access be necessary without seeking the user's permission, it should, wherever possible, be approved by an appropriate authority prior to inspection.

4) If it has not been possible to obtain prior permission, any access should be reported to the user or to an appropriate authority as soon as possible.

5) For the purposes of these regulations 'appropriate authority' is defined as follows:

in the case of any college-owned system: if the files belong to a student member, the Principal; if the files belong to any member of the College other than a student member, the Principal or his or her nominee; or, if the files belong to an employee who is not a member of the College, or to a visitor to the College, the Principal or delegated representative;

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