St Hugh's College, Oxford
IT Acceptable Use Policy

1.0 Purpose

St Hugh's College's Governing Body emphasises that the principles of free expression, academic freedom, autonomy, confidentiality, privacy and equality of rights, according to law, provide the overarching context within which any policy of the College is to be implemented; and any duty imposed by regulation must be implemented in a manner that is proportionate and positively secures and protects those rights.

The purpose of this policy is to outline the acceptable use of the network and computer equipment at St Hugh's College. These rules are in place to protect the members and visitors of St Hugh's College. Inappropriate use exposes St Hugh's College to risks including virus attacks, compromise of network systems and services, and legal issues.

2.0 Scope

This policy applies to members and other visitors of St Hugh's College, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by St Hugh's College.

3.0 Policy

The St Hugh's College network is primarily provided to allow its members access to the academic resources in Oxford University and elsewhere. In order to protect the integrity of the system and its users, the College maintains a firewall system, allowing it to block certain types of traffic. The monitoring is not in place to spy on users information but is to detect breaches of University and College regulations. All users are bound by the University and College computing rules (https://www.it.ox.ac.uk/rules) together with any Government Regulations.

All users of all College IT systems are required to abide by all applicable laws and by the College's and University's IT policies as a strict condition of use.

The use of any router, switch or hub is forbidden unless authorised by the IT Office. Any unauthorized equipment found will be barred. Any unsafe equipment will be confiscated and retained by the IT office.

Users with computers in their rooms are responsible for the contents of their computer and for any use to which their computer has been put.

If a user's computer compromises the efficient running of the network it will be disconnected without warning.

User' computers may not run as servers of any kind, be it file, print, dhcp, network sharing, mail or web etc.

Users who share their computer resources are not recognised as system administrators and may not act in that privileged position in respect of the University Security and Privacy Policy.

The College will not recognise any obligations made to outside parties concerning the use of a computer attached to the College network.

Illegal file-sharing or downloading will not be tolerated under any circumstances and will result in instant disconnection from the College and/or University network. The individuals concerned will be reported to the Dean for further disciplinary action. You must not download any Copyrighted material such as videos, films, music or software. You must not share music via iTunes with other people on the college network.

All users must respect the provisions of Copyright Laws.

All users must act within the Data Protection Act.

Users are not permitted to use the College's IT or network facilities with the intention of drawing people into terrorism (contrary to St Hugh's College's statutory obligation under the PREVENT duty).

You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist. The College reserves the right to block or monitor access to such material.

Network connectivity will be maintained whenever possible; however, the College may need to take the network down at short notice and therefore cannot guarantee connectivity.

There is no College responsibility to maintain a network connection.

In the event of a breach or suspected breach of University, College or Government regulations then the use of the network will be suspended until the matter is resolved.

St Hugh's College reserves the right to monitor and restrict the use of ANY computer connected to the College's network. In cases where the College has reason to believe there is a serious breach of regulations, the College reserves the right to take copies of any hard disks connected to ANY computer involved. This includes personally owned computers in private rooms. This is for the protection of all users as well as the College.

Any violation of these rules will be taken very seriously, you are responsible for your own computer, its software and any security breaches. Ignorance is not an excuse. If you are unsure about any aspects of your computer please contact IT Services.

NOTE: Anyone found to be breaching these rules will be disconnected from the network and fined from £50 upwards by the College Dean.

Any breach of policy must be reported to the ICT Manager in person at the main building office, by phone (01865 274993) or by email (ictmanager@st-hughs.ox.ac.uk).

4.0 Revisions

These rules are correct at time of printing only; the College reserves the right to amend or add to them at any time.

Approved by Governing Body, 15 June 2016