IT Acceptable Use Policy

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Introduction

Purpose

This policy ensures that London Metropolitan University's IT facilities can be used safely, lawfully and equitably. The issues covered by these regulations are complex and you are strongly urged to read the accompanying guidance document, available at [Acceptable Use Policy](). This gives more detailed information that we hope you will find useful.

Scope

This policy applies to anyone using the IT facilities (hardware, software, data, network access, third party services, online services or IT credentials) provided or arranged by London Metropolitan University.

Policy

Governance, General Reminders and Preamble

When using IT, you remain subject to the same laws and regulations as in the physical world.

It is expected that your conduct is lawful. Furthermore, ignorance of the law is not considered to be an adequate defence for unlawful conduct.

When accessing services from another jurisdiction, you must abide by all relevant local laws, as well as those applicable to the location of the service.

You are bound by London Metropolitan University's general regulations (student regulations and staff contract of employment) when using the IT facilities, available at https://www.londonmet.ac.uk/You must abide by the regulations applicable to any other organisation whose services you access such as Janet, Eduserv and Jisc Collections.

When using services via Eduroam, you are subject to both the regulations of London Metropolitan University and the institution where you are accessing services.

Some software licenses procured by London Metropolitan University will set out obligations for the user – these should be adhered to. If you use any software or resources covered by a Chest agreement, you are deemed to have accepted the Eduserv User Acknowledgement of Third Party Rights. (See accompanying guidance for more detail - link.)

Breach of any applicable law or third-party regulation will be regarded as a breach of these IT regulations.

Authority

These regulations are issued under the authority of the Vice Chancellor who is also responsible for their interpretation and enforcement, and who may also delegate such authority to other people.

You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations. If you feel that any such instructions are unreasonable or are not in support of these regulations, you may appeal through the complaints process Complaints Procedure.

Intended Use

The IT facilities are provided for use in furtherance of the mission of London Metropolitan University, for example to support a course of study, research or in connection with your employment by the institution.

Use of these facilities for personal activities (provided that it does not infringe any of the regulations and does not interfere with others' valid use) is permitted, but this is a privilege that may be withdrawn at any point.

Use of these IT facilities for non-institutional commercial purposes, or for personal gain, requires the explicit approval from the Director of ITS.

Use of certain licenses is only permitted for academic use and where applicable to the code of conduct published by the Combined Higher Education Software Team (CHEST) Chest-Agreements. See the accompanying guidance for further details.

Identity

You must take all reasonable precautions to safeguard any IT credentials (for example, a username and password, email address, smart card or other identity hardware) issued to you. You must not allow anyone else to use your IT credentials. Nobody has the authority to ask you for your password and you must not disclose it to anyone.

You must not attempt to obtain or use anyone else's credentials.

You must not impersonate someone else or otherwise disguise your identity when using the IT facilities.

If you are required to send emails, manage calendars etc.. on behalf of another member of staff as part of your role, then this must be through delegated access and not via the sharing of passwords and / or other credentials.

Infrastructure

You must not do anything to jeopardize the integrity of the IT infrastructure which may increase the risk of a cyber security incident or compromise, for example, doing any of the following without approval:

- Damaging, reconfiguring or moving equipment;
- Loading software on London Metropolitan University's equipment other than in approved circumstances;
- Reconfiguring or connecting equipment to the network other than by approved methods;
- Setting up servers or services on the network;
- Deliberately or recklessly introducing malware;
- Attempting to disrupt or circumvent IT security measures.

Information

If you handle personal, confidential or sensitive information, you must take all reasonable steps to safeguard it and must observe the University's Data Protection policy and the IT Security Policy, particularly with regard to removable or portable media, mobile and personally owned devices.

You must not infringe copyright or break the terms of licences for software or other material.

You must not attempt to access, delete, modify or disclose information belonging to other people without their permission.

You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, threatening or discriminatory.

You must abide by London Metropolitan University's publication policy available at [London Metropolitan University Policies](#) when using the IT facilities to publish

information.

Behaviour

Real world standards of behaviour apply online and on social networking platforms, such as Facebook, Instagram, YouTube and Twitter.

You should adhere to London Metropolitan University's [Social media policy - London Metropolitan University](#).

You must not send spam (unsolicited bulk email).

You must not deliberately or recklessly consume excessive IT resources such as processing power, bandwidth or consumables.

You must not use the IT facilities in a way that interferes with others' valid use of them.

Monitoring

London Metropolitan University monitors and records the use of its IT facilities for the purposes of:

- The effective and efficient planning and operation of the IT facilities
- Detection and prevention of infringement of this policy
- Obligations under Section 29 of the Counter-Terrorism Act 2015 (Prevent)
- Investigation of alleged misconduct
- Any other lawful purpose as may arise or be imposed upon the University.

London Metropolitan University will comply with lawful requests for information from government and law enforcement agencies.

You must not attempt to monitor the use of the IT facilities without explicit authority from the Director of Information and Technology Services, or if compelled to do so by legal order, in which case the Chief Operating Officer should be informed and involved in so far as the conditions of such order allow.

Infringement

Infringing these regulations may result in sanctions under the University's staff disciplinary processes or general student regulations.

Information about infringement may be passed to appropriate law enforcement agencies, and any other organisations whose regulations you have breached.

London Metropolitan University reserves the right to recover from you any costs incurred as a result of your infringement.

You must inform Information Technology and Services if you become aware of any infringement of these regulations.