

Policy cover sheet

Policy title:	ICT Regulations: core regulations
Scope:	These regulations apply to anyone using the ICT facilities (hardware, software, data, network access, third party services, online services or ICT credentials) provided or sanctioned by the University.
With effect from:	27 November 2015
Other related policies	ICT Regulations: guidance notes ICT Regulations: simplified code
Contact for further information:	Registrar's office
Approved by	Exec
Policy approved date	3 November 2015
Next due for review	November 2018
Relevant legal framework:	See <i>Section 2: Compliance</i>
Equality analysis	The implementation of this policy is not considered to have a negative impact on protected characteristics.
Freedom of Information	This document will be publicly available through the University's Publication Scheme under the Freedom of Information Act 2000
Version	1.5
Status	Approved

Change control

Version	Changes
1.0	Initial version, based on UCISA model regulations
1.1	Formatting and tailoring to the University of Hull.
1.2	Changes after review by Director of ICT and Deputy Secretary
1.3	Changed references to <i>IT</i> to <i>ICT</i> and other minor edits
1.4	Changes after legal review by University Solicitor and feedback from IT Operations Group
1.5	Changes after review by Executive

ICT Regulations

The aim of these regulations is to help ensure that the University of Hull's ICT (Information and Communication Technology) 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 www.hull.ac.uk/policies as '*ICT Regulations- Guidance notes*'. This provides more detailed information, examples and definitions.

1. Scope

These regulations apply to anyone using the ICT facilities (hardware, software, data, network access, third party services, online services or ICT credentials) provided or sanctioned by the University.

2. Compliance

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

It is expected that your conduct is lawful. In the UK ignorance of the law is not a defence for unlawful conduct.

When accessing services located in a different country than that where you reside, you must abide by the local laws of the country where you reside, as well as the laws applicable in any country where the service or part of it is located.

You are bound by the University's general regulations when using the ICT facilities, available at www.hull.ac.uk/policies.

You must abide by the terms and conditions of use published by any other organisation whose services you access such as Janet, Eduserv and Jisc Collections.

When using services via Eduroam (the world-wide roaming access service for international research and education institutions), you are subject to both the regulations of this University and the institution where you are accessing services.

Software licences procured by the University will set out terms and conditions for the user – these should be adhered to. If you use any software or resources covered by a Chest (Combined Higher Education Software Team) agreement, you are deemed to have accepted the Eduserv User Acknowledgement of Third Party Rights. (See the *ICT Regulations- Guidance notes* for further details.)

Breach of any applicable law or third party terms and conditions of use will be regarded as a breach of these ICT regulations.

3. Authority

These regulations are issued under the authority of the Executive. The Director of ICT is responsible for their interpretation and enforcement, and may also delegate such authority to other people.

You must not use the ICT facilities without due authority. This is usually granted through the issuance of a user ID and password or other ICT credentials.

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 to the Director of ICT or through the University complaints procedures.

4. Intended use

The ICT facilities are provided for use in furtherance of the mission of the University of Hull, 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 ICT facilities for non-institutional commercial purposes, or for personal gain, requires the explicit approval of the Director of ICT.

Use of certain licences is only permitted for academic or administrative use and may be subject to the code of conduct published at www.eduserv.ac.uk/services/Chest-Agreements.

5. Identity

You must take all reasonable precautions to safeguard any ICT credentials (for example, a user ID and password, email address, smart card or other identity hardware) issued to you. You must not allow anyone else to use your ICT 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 ICT facilities.

6. Infrastructure

The ICT infrastructure is all the underlying hardware and software that makes ICT function. You must not do anything to jeopardise the integrity of the ICT infrastructure by, for example, doing any of the following without approval:

- Damaging, reconfiguring or moving equipment;
- Loading software on the University's ICT facilities 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 ICT security measures.
 - Attempting to impair the operation of University, or external, ICT facilities through, for example, a denial of service attack.

7. 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 guidelines, available at www.hull.ac.uk/policies, particularly with regard to removable media, mobile and privately owned devices. Furthermore, use of University equipment off campus, including limited personal use, must be approved, comply with Insurance Office guidance and must not significantly increase the risk to any information held on the equipment.

You must also observe the University's Information Assurance policy and associated sub-policies and guidance, available at www.hull.ac.uk/policies

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, or explicit approval from the University

You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist without the explicit approval from the University. The University of Hull has procedures to approve and manage valid activities involving such material.

8. Behaviour

Behave online, including social networking platforms such as Facebook or Twitter, as you would in the physical world.

Whilst recognizing the need to safeguard academic freedom, you must not cause needless offence, concern or annoyance to others.

You must not send spam (unsolicited bulk email).

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

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

9. Monitoring

The University of Hull monitors and records the use of its ICT facilities for the purposes of:

- The effective and efficient planning and operation of the ICT facilities and the University;
- Detection and prevention of infringement of University regulations;
- Investigation of alleged misconduct;

The University of Hull will comply with lawful requests for information from government and law enforcement agencies.

You must not attempt to monitor the use of the ICT facilities without explicit authority.

10. Infringement

Infringing these regulations may result in the withdrawal of services or sanctions under the institution's disciplinary processes. Offending material will be taken down.

Remedial action (e.g. ensuring ICT equipment is free from malware) and/or training may be required before access to ICT facilities is restored.

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

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

You must inform the Director of ICT if you become aware of any infringement of these regulations.