

## **GENERAL GUIDELINES ON ACCEPTABLE USE**

### **Copyright**

Much information on The Internet is protected by copyright. It is illegal to infringe the terms of the copyright notice. In order to avoid problems, make sure that you only view the information as it is provided – do not copy it for your own use, and don't even think about copying it for your own web site or storing on your computer.

Infringement of copyright is a sensitive issue for Oxford University and Jesus College. We will investigate alleged breaches as a matter of some urgency, and will take disciplinary action, often severe, against the perpetrators.

### **Email Forgery**

This is a very straight-forward topic. The sending or attempting to send email without full, clear and correct identification of the author is completely forbidden.

We will not hesitate to impose severe restrictions and penalties on anyone who, in our opinion, has been involved in email forgery.

### **Internet Gaming**

In principle we have no objections to internet gaming (multiplayer games which connect users to a 'game server'). Many internet games are good fun and cause little disruption to other users.

The only problem which does occur from time to time is excessive traffic on the network due to some games. This disrupts the academic activities of other users and is not tolerable. We hope to be able to advise you before this becomes a problem, but under certain circumstances we may have to temporarily disconnect your computer from the network until we are able to meet you in person. Repeated problems may lead to further action.

### **Pornography**

Using the college and university internet connections to download pornographic images or data is not really on. As network administrators we are concerned that this generates large-ish amounts of network traffic, which affects other users. More importantly there are issues relating to the college rules on sexual harassment. These apply to all activities, so you should avoid the downloading, storage, processing or display of any pornographic material on any computer (including your own).

You are probably also aware that there are 'grey' limits where pornography becomes illegal. If you engage in any activity (such as downloading or storage of images or data) which falls on the wrong side of these limits then we will take severe action in line with existing college policy.

### **Leisure Use**

We appreciate that the internet is becoming part of many people's leisure activities. Without impinging on any other rules or guidelines, we do not object to reasonable use of college IT facilities for leisure use. Whether this is web browsing, on-line chat sessions, non-academic email etc, we really don't mind.

There are a few leisure activities which can cause problems, and we ask that you avoid these. Typically these include viewing live video or audio feeds (in particular those served from US locations such as the CNN real-video feed). We hope to alert you to any potential problems, but may need to temporarily disconnect your computer until we can meet to resolve such issues.

### **Business / Commercial Use**

No, no, no! You may not engage in any business or commercial operations whilst using college or university IT facilities. In particular you may not setup or run commercial web sites on college systems, or your own system if it is connected to the college network.

Hopefully it's clear that we do not want to restrict, in any way whatsoever, the use of email for job applications and so forth.

## **Servers / Running Services**

In principle, we do not have any objection to people who wish to run internet services from their own computers. However, there are a number of important considerations and requirements that must be met.

The operation of computer services must be in accordance with college and university rules. This includes the important point that you will not be enabling anyone to gain access to resources which they would not normally have available.

When running any service (including file and printer sharing in Microsoft Windows) you must meet the requirements for system administrators as detailed in the Statement of IT Security and Privacy (currently under review). These are quite detailed and lengthy, so you might want to check through before running services.

Security is a major concern here. You must ensure that you take adequate steps to prevent unauthorised access to the system on which you are running services, and to ensure that in running such services you are not bypassing or weakening any security measures operated by the college.

## **Sharing Files**

It's easy to share files to other users over the network, and Microsoft Windows has this functionality built-in. Sometimes this can be very useful: if you want access to your computer from departmental systems, or if you want to make some work accessible to other people.

It is important to be aware that when sharing files you are subject to two potential problems: (1) it is easy to infringe copyright by making software or other copyright material accessible (e.g. by sharing a whole disk drive instead of a single folder), and (2) unless you keep up to date with security patches you may be leaving your computer vulnerable to network attacks, resulting in the loss or corruption of data files and potential access to college systems.

We advise you to run the Windows Update (<http://windowsupdate.microsoft.com/>) tool regularly: once a day is usually adequate.

## **Hacking**

Attempting to gain access to computer resources without authorisation, or attempting to disrupt computer services is classed as hacking. This is not permitted in any form, and includes using college computer systems to attempt to break into other systems as well as breaking into college computer systems.

Allegations of hacking will be investigated as a matter of high priority and if, in our opinion, there is reasonable evidence to suggest that a member of college has participated in hacking then we will impose severe penalties.

## **Installing Software on College Computers**

College owned computers are installed with an agreed, standard range of software which caters for common usage of IT on an academic course. We try to keep the systems reliable by avoiding insecure, unstable or incompatible software.

Please do not install any additional software on to college machines without prior, explicit (email or written) permission from a member of IT staff. If we experience problems due to unauthorised software installation then we may decide to impose restrictions either on individuals' computer accounts, or on the shared systems themselves.

## **Providing Access for Friends, Family and Partners**

The regulations for computer use forbid you to give any person who is not a member or employee of college access to our IT facilities, including the network. This is a particular inconvenience for people living in college 'shared' accommodation (Thelwall House) with their partner. Although the college and university policies are clear here, we suggest that you act as if you were living in private accommodation and arrange an internet connection through your telephone service or equivalent.

Under this arrangement your partner would connect to the internet via a modem and dial-up service. There are many no-subscription services available (eg. [www.freeserve.co.uk](http://www.freeserve.co.uk) and [adial.co.uk](http://adial.co.uk)).

**Further Information**

If you have any further questions about the IT rules, or would like additional guidance on any area of computing, please contact IT support by email to [support@jesus.ox.ac.uk](mailto:support@jesus.ox.ac.uk) or through our feedback form.