JESUS COLLEGE IT ACCEPTABLE USE POLICY

(COLLEGE VISITORS)

Jesus College provides IT and network facilities for use by visitors to the college subject to the terms and conditions stated in this policy. Under no circumstances shall this policy limit the applicability or obscure the intentions of any other policy or legislation that already govern computer use at Jesus College.

A. Definition of Terms

1. Without limiting its generality, the term *IT facilities* shall be taken to include: free standing computers, networked computers, time-shared computers and terminals; services or software running on those systems; networking that connects a computer or terminal to any other computer or terminal; computer peripherals; media (floppy disks, CDs, ZIP disks); components; operating manuals and other documentation;

B. External Conditions of Use

1. Some IT facilities are provided by Jesus College though contractual agreements with third party organisations. Users of IT facilities must abide by the terms and conditions of these agreements such as are in force at the time;
2. Of prime importance is the *JANET Acceptable Use Policy* as stated by UKERNA (the latest version is available online at http://www.ja.net/documents/). You must read this before using computer facilities at Jesus College. A copy may be attached, otherwise you should obtain this for yourself. If you have difficulty obtaining this document then please contact IT Support as described in section F;
3. Other requirements specific to computer use currently include:

   Computer Misuse Act (1990);
   Data Protection Act (1998);
   Rules of Oxford University Computing Services;
   Oxford University Statement of IT Security and Privacy;
   Oxford University disclaimer of liability;
   CHEST Code of conduct;
   Microsoft CAMPUS agreement;
   Licenses for other installed software.

C. Authorisation to Use IT Facilities

1. Authorisation to use IT facilities may only be granted by the Fellow Computing Officer or IT Manager of Jesus College;
2. It is not permitted for authorised users to allow use of Jesus College IT facilities by any other person.

D. Acceptable Use

1. IT facilities are typically provided for use by visitors for the purposes of checking email and accessing material on the internet, subject to the conditions in this policy. Individuals have no right to use IT facilities for any other purpose unless explicitly stated by an authorised member of staff;
2. Under no circumstances may IT facilities be used for conducting business or other commercial activities;
3. Users of IT facilities are not permitted to use IT facilities for any of the following:
   - any unlawful activity;
   - 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;

- the creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety, or to harass another person;
- the creation or transmission of defamatory material about any individual or organisation;
- the sending of any email that does not correctly identify the sender of that email or attempts to disguise the identity of the computer from which it was sent;
- the transmission, without proper authorisation of email to a large number of recipients, unless those recipients have indicated an interest un receiving such email, or the sending or forwarding of email which is intended to encourage the propagation of copies of itself;
- the creation, access or transmission of material in such a way as to infringe a copyright, moral right, trade mark or other intellectual property right;
- private profit, except to the extent authorised under the user's conditions of employment or other agreement with the College; or commercial purposes without specific authorisation;
- gaining or attempting to gain unauthorised access to any facility or service within or outside Jesus College, or making any attempt to disrupt or impair such a service;
- the deliberate or reckless undertaking of activities such as may result in the following:
    - the waste of staff effort or network resources, including time on any system accessible via the College's network;
    - the corruption or disruption of data;
    - the violation of the privacy of other users;
    - the disruption of the work of other users;
    - the introduction or transmission of a virus into the network.

4. Users shall treat as confidential any information which may become available to them through the use of IT 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 person or body entitled to give it.

E. Connection of Equipment to the College Network

1. Persons wishing to connect equipment to the college network shall be in legal possession of the equipment to be connected;
2. All use of equipment connected to the college network shall be in accordance with the terms and conditions set out in this Acceptable Use Policy;
3. The owner(s), administrator(s) and user(s) of any equipment connected to the college network shall be jointly and severally responsible for taking all reasonable precautions to ensure that the equipment does not unduly disrupt the network or breach this Acceptable Use Policy. In particular:
    - all available security updates shall be applied to the equipment;
    - a suitable anti-virus product shall be installed, operational and updated so as to maintain effectiveness, where applicable;
    - all network accessible services that are not critical to the functioning of the equipment as a network client shall be disabled or appropriately restricted;
    - the equipment shall not participate in any distributed file-sharing system, except where properly authorised;
4. Equipment connected to the college network may only use network identifiers which are allocated by Jesus College;
5. Equipment connected to the college network may not be used to provide access to IT facilities for persons who are not properly authorised to use IT facilities at Jesus College.

F. Monitoring and Control

1. Jesus College IT facilities are managed by appointed system administrators who are the Fellow Computing Officer, IT Manager and their deputies;
2. The system administrators reserve the right to monitor the usage of IT facilities, including network traffic. Any records taken will be retained for an appropriate length of time and will be held securely;
3. In the event of an alleged breach of this policy, or other circumstances that are deemed by the system administrators to warrant such a response, then access to IT facilities may be restricted or suspended;

G. Reporting of Problems

1. Problems and enquiries may be referred to IT staff by email to it-support@jesus.ox.ac.uk or by telephone on 01865 (2)87260;
2. Any problems with the provided IT facilities should be reported in a timely manner so that IT staff can make suitable arrangements;
3. If consumable resources (e.g. paper, toner) are running low and need replenishing then this should be reported before they are exhausted so that IT staff have adequate time to acquire suitable stock.

ACCEPTANCE OF IT ACCEPTABLE USE POLICY [PC022]

AND

COLLEGE INDEMNITY

I, …….., am visiting Jesus College, and undertake to indemnify The Principal and Fellows of Jesus College in The University of Oxford ("the College") from and against any and all losses which the College may suffer, and which are the consequent upon my use of the College's IT facilities.

I agree to use IT facilities only in accordance with the preceding Jesus College IT Acceptable Use Policy (College Visitors). I have read and understood both the preceding Acceptable Use Policy and the JANET Acceptable Use Policy.

Please sign, date and print your name clearly in the spaces provided below:

Signature	Date	PRINT NAME
…….	… … / … … … / … … … …	……