

Information Technology (IT) Acceptable Use Policy

Introduction

The IT systems provided for use by students are the property of The London Institute of Banking & Finance and their use is made available for the purposes of learning and research. This document sets out the ground rules for the use of these systems. It applies to **all** users and is intended to protect The London Institute of Banking & Finance and its students and staff.

Please read this document and be sure that you understand it, as you will be expected to abide by these rules.

1. Scope

1.1 This policy applies to all of The London Institute of Banking & Finance's IT systems and equipment, including The London Institute of Banking & Finance network and all systems directly or indirectly connected to The London Institute of Banking & Finance; and services provided off-site by third parties contracted to do so by The London Institute of Banking & Finance. It also includes the production of any material using The London Institute of Banking & Finance's facilities, including printed output, web pages, email, bulletin boards and news group entries on The London Institute of Banking & Finance forums and blogs.

2. Use of The London Institute of Banking & Finance IT systems

- 2.1 Users must adhere to the conditions laid down by the JANET Acceptable Use Policy (<http://www.ja.net/documents/publications/policy/aup.pdf>).
- 2.2 Users must show consideration for other computer users at all times.
- 2.3 Users are responsible for keeping their password secure and reasonable precautions must be taken to minimise the risk of unauthorised access.
- 2.4 Personal use of email and Internet services may be logged and these logs may be used to ensure compliance with UK legislation, including the Prevent Duty, to detect or investigate unauthorised use of The London Institute of Banking & Finance systems, to prevent crime or in the interests of national security.

3. Unacceptable Use

- 3.1 Users must not access, or attempt to access, any computer material or system for which access authorisation has not been given.
- 3.2 Users must not create, display, produce or circulate offensive, obscene or indecent material in any form.
- 3.3 Users must not create, display, produce or circulate material that:
 - Could be described as harassment or bullying;
 - Could be considered defamatory;
 - Breaches copyright;

- Discriminates on the grounds of race, gender, disability, sexual orientation, age, marital status, political or religious belief or contravenes The London Institute of Banking & Finance Equality and Diversity Policy;
 - Damages the reputation of The London Institute of Banking & Finance.
- 3.4 Users must comply with the terms and conditions of all licence agreements relating to software and data networks.
 - 3.5 Users must not send or forward junk or chain email and not use email for the mass distribution of unauthorised and unsolicited messages.
 - 3.6 Users must not deliberately introduce, or risk introducing, any virus or other harmful software, nor take any action to circumvent any anti-virus precautions established by The London Institute of Banking & Finance IT department.
 - 3.7 Users are required to respect the copyright of all materials and software made available by The London Institute of Banking & Finance's IT facilities.
 - 3.8 Users must not load any software onto The London Institute of Banking & Finance IT facilities without permission from The London Institute of Banking & Finance IT department. The London Institute of Banking & Finance IT department has the right to remove any software installed without permission.
 - 3.9 Files containing data about living individuals must not be constructed or maintained without ensuring compliance with principles of the Data Protection Act 1998.
(http://www.ico.gov.uk/for_organisations/data_protection/the_guide/the_principles.aspx)
 - 3.10 Users must not use The London Institute of Banking & Finance's IT facilities in a way that denies service to other users, for example deliberate or careless overloading.
 - 3.11 Users must not damage any of The London Institute of Banking & Finance IT facilities or any accommodation or services associated with them.

4. Law

- 4.1 It is the responsibility of all users to comply with all applicable UK legislation, including (but not limited to):
 - a) Computer Misuse Act (1990)
 - b) Copyright, Designs and Patents Act (1988)
 - c) Criminal Justice and Public Order Act 1994
 - d) Data Protection Act 1998
 - e) Regulation of Investigatory Powers Act 2000

5. Liability

- 5.1 Whilst The London Institute of Banking & Finance takes appropriate security measures to protect data and software, The London Institute of Banking & Finance cannot and does not accept responsibility for the loss of any data or software or the failure of any security or privacy mechanism.
- 5.2 The London Institute of Banking & Finance accepts no responsibility for the malfunctioning of any computing hardware, software or facility.

5.3 No claim shall be made against The London Institute of Banking & Finance, its employees or agents in respect of any loss, damage or inconvenience alleged to have been caused whether by defect in the resources or by act or neglect of The London Institute of Banking & Finance, its employees or agents.

6. Failure to abide by the rules

6.1 Infringement of these rules may be subject to penalties under civil or criminal law and The London Institute of Banking & Finance is prepared to invoke such law and liaise with the relevant legal authorities.

6.2 Infringement of these rules may constitute a disciplinary offence and, regardless of legal proceedings, established disciplinary procedures will be followed.