

St Angela's College ICT Policy

Code of Conduct

College computing resources are provided to facilitate a person's work as a member of staff or student of St Angela's College and/or for educational, training, or research purposes. Computing or network resources must not be used for any commercial or significant personal use.

Providing a secure, efficient and reliable computing and network system depends on the cooperation of all users who are required to use the resources in a responsible manner, respecting the integrity of the computer systems, networks and data to which they have access.

User Code

Users are not permitted to use any St Angela's College computing or networking resources for any activity which:

- seeks to gain unauthorised access to the resources of other organisations. The user may use approved College links to other computing facilities for which they are authorised. When using external facilities the user must also abide by their rules or code of conduct
- adversely affects the operation of St Angela's College computer systems and network or jeopardizes the use or performance for other users
- wastes resources (people, network bandwidth, computer)
- destroys the integrity of computer-based information
- compromises the privacy of users. No user shall interfere or attempt to interfere in any way with information belonging to another user. Similarly no user shall make unauthorised copies of information belonging to another user. Existing norms of behaviour apply to computer-based information technology just as they would apply to more traditional media. Examination of any files on the computer of a colleague is equivalent to examining their filing cabinet. Seeking to find unprotected files on a multi-user system falls into a similar category
- creates or transmits (other than for properly supervised and lawful research purposes) any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material
- creates, transmits or publishes defamatory material or material in violation of any right of any third party
- transmits material in such a way as to infringe the copyright or intellectual property rights of another person or organisation
- transmits unsolicited commercial or advertising material
- causes offence or discriminates on grounds laid down in current Equality legislation including grounds of age, race, religion, sexual orientation, gender, marital status, family status, disability or membership of the travelling community. Whilst it is possible to send communications which may be offensive, obscene or abusive, such behaviour is not acceptable

- contravenes the law of the State (in particular, but not exclusively, the Data Protection Act (2003), the Criminal Damages Act (1991), the Child Trafficking and Pornography Act (1998) and the Copyright Act (1963)(2000)).

Software Licensing

No software shall be installed on any college device without the permission of ICT Services. Software should only be purchased with the agreement of ICT services. All licences will be held centrally by the ICT Co coordinator for audit purposes.

Access to Computers

- (a) Users should not leave computers logged in and unattended. Users will be held personally liable for use of computers for non-college related activity, and for documents and images stored or downloaded from the Internet or other sources, while the computer was left logged in and unattended.
- (b) Users should be aware that all files saved to college computers and network servers are date, time and User ID stamped, as are all visits to websites outside the college.

Email must not be used for propagation of chain email or for the transmission of offensive images/cartoons or material which is unrelated to course work.

The use of Internet Chat software such as ICQ or MIRC is forbidden at all times, and downloading copyright infringing MP3 or other music format files, is forbidden at all times. The use of proxy filters or other sites to bypass the college proxy server (i.e. use of web sites to access internet sites blocked by college) is prohibited. Users shall be personally liable for damages to the intellectual property owner.

Penalties

Persons who break this ICT Policy may find themselves subject to College disciplinary procedures

It is understood that by using college provided computers, network or Internet you agree to be bound by the following ICT Policy.

ICT Acceptable Use Policy

St. Angela's College ICT Policy has been formulated with the following goals in mind:

1. Ensure security, reliability and integrity of the colleges' network, and the network of others.
2. Avoid situations that may cause the College to incur civil liability
3. Maintain the image and reputation of the College
4. Preserve the value of Internet resources as a conduit for free expression
5. Encourage the responsible use of network resources, discouraging practices, which degrade the usability of network resources and thus the value of Internet services
6. Preserve the privacy and security of individual users

The ICT Policy below defines the actions which St. Angela's College considers to be abusive, and thus, strictly prohibited. The examples named in this list are non-exclusive, and are provided solely for guidance to St. Angela's College users. If you are unsure whether any contemplated use or action is permitted, please contact the ICT co-ordinator in writing.

Email Acceptable Use Policy

Electronic mail enables college users to communicate promptly and efficiently with colleagues internally within the organisation and enables a prompt and efficient service from the college to its clients/customers/suppliers. E-mail can also be used to communicate with other individuals and organisations with whom college users interact with. While E-mail brings many benefits to the college in terms of its communications internally with members and externally it also brings risks to the organisations. For that reason it is necessary to have a code of practice which regulates its use and which sets down its specific rules for the use of e-mail and Internet. Every user has a responsibility to maintain the college's image, to use these electronic resources in a productive manner and to avoid placing the college at risk for legal liability based on their use.

Rules for E-mail use

In order to avoid or reduce the risks inherent in the use of E-mail within the College the following rules are necessary:

1. The College's name is included in the heading carried with every message sent. This reflects on the college's image and reputation. Therefore, E-mail messages must be appropriate and professional.
2. E-mail is not for private purposes nor should E-mail be used for any purpose, other than college business.

3. Particular care should be taken when sending confidential or commercially sensitive information. If in doubt please consult ICT.

4. Great care should also be taken when attaching documents as the ease with which one can download files from the Internet or 'cut and paste' materials from electronic sources increases the risks of infringement of the rights of others particularly the intellectual property and other proprietary rights. Also attaching documents may give rise to the release of information not intended hence the importance of vetting attachments.

5. Extra caution needs to be taken with E-mail messages in respect of any disparaging remarks that may be contained therein. An E-mail should be regarded as a written formal letter the recipients of which may be much wider than the sender intended hence any defamatory or careless remarks can have very serious consequences as can any indirect innuendo. Avoid the use of indecent, obscene, sexist, racist or other inappropriate remarks whether in written form, in cartoon form or otherwise.

6. The college reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose.

7. The Use of college provided Email for the distribution of unsolicited bulk email (SPAM) is expressly forbidden at all times.

Notwithstanding the college's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other users and accessed only by the intended recipient. Users are not authorised to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from college management. However, the confidentiality of any message should not be assumed. Even when a message is erased it is still possible to retrieve and read that message.

Backup Policy

In the event of a disaster ICT will endeavour to restore user files but does not guarantee retrieval. The responsibility for backing up user files remains with the user.

If ICT staff have occasion to deal with problems on staff desktop devices, ICT will not be responsible for any loss of data on the device resulting from any action undertaken as part of support work. Users are obliged to have backups of all of their files prior to any troubleshooting being undertaken by ICT staff.