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TECHNOLOGICAL
UNIVERSITY DUBLIN

Technological University Dublin

Acceptable Usage Policy

Version 1.0

Document Location

http://www.dit.ie/aadlt/ictservices/security/itsecuritypolicies/

Revision History

Date of this revision: 1st January 2019	**Date of next review: 1st February 2020**

Version Number/Revision Number	Revision Date	Summary of Changes	Changes marked
Draft Version 0.1	21/6/18	Initial Draft by RICHARD DUNNE	
Draft Version 0.2		Draft for circulation to management team	
Draft Version 0.3	16/10/18	Updated to include comments A.G. and S.K.	
Draft Version 0.4	17/10/18	Updated to include comments D.C.	
Draft Version 0.5	31/10/18	Updated to include comments E.D.	
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Consultation History

Version Number/Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes

Approval

This document requires the following approvals:

Title	Date
TU Dublin Governing Body	06-02-2019

This policy shall be reviewed and updated on an annual basis.

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1. PURPOSE

The purpose of this policy is to indicate the requirement for responsible and appropriate use of the Technological University Dublin (hereafter referred to as “TU Dublin” or “the University”) information technology (IT) resources.

TU Dublin provides resources to staff, students and external parties to assist them in performing their duties. It is envisaged that these resources will be used for educational, research and administrative purposes.

2. ROLES AND RESPONSIBILITIES

The following roles and responsibilities apply in relation to this Policy:

Governing Body:

- To review and approve the policy on a periodic basis.

Registrar:

- To ensure the Policy is reviewed and approved by the Executive.
- To consult as appropriate with other members of the Executive and Management Teams.
- To liaise with Registrar’s Office or Human Resources (HR) on information received in relation to potential breaches of the policy.
- To ensure the appropriate standards and procedures are in place to support the policy.

CIO / Head of IT Services:

- To define and implement standards and procedures which enforce the policy.
- To oversee, in conjunction with data owners, compliance with the policy and supporting standards and procedures.
- To inform the Secretary / Financial Controller or Registrar of suspected non-compliance and/or suspected breaches of the policy and supporting standards and procedures.

HR Office and Registrar Office:

- To advise relevant management on the invoking of the TU Dublin Disciplinary Procedures when HR or the Registrar’s Office is informed of a potential breach of the Policy. (*Refer to Section 7).
- To support and guide managers concerned in managing the Disciplinary Procedures.

Staff / Students / External Parties:

- To adhere to policy statements in this document.
- To report suspected breaches of policy to their manager, School management or IT Management.

If you have any queries on the contents of this policy, please contact the CIO / Head of IT Services.

3. SCOPE

This Acceptable Usage policy covers acceptable usage of:

- TU Dublin data
- TU Dublin resources

This policy applies but is not limited to the following, TU Dublin related groups as defined in Section 2.0 of the Overarching IT Documentation Framework:

- TU Dublin staff
- TU Dublin students
- TU Dublin external parties

4. SUPPORTING STANDARDS & PROCEDURES

- TU Dublin IT Documentation Framework;
- TU Dublin IT Security Policy ;
- HEAnet Acceptable Usage Policy;
- TU Dublin Data Protection Policy.

The above list is not exhaustive and other TU Dublin documents may also be relevant.

5. ACCEPTABLE USAGE POLICY

Conventional norms of behaviour apply to computer-based information technology just as they would apply to more traditional media. Within the setting of TU Dublin this should also be taken to mean that the traditions of academic freedom will always be respected. TU Dublin is committed to achieving an educational and working environment which provides equality of opportunity, and freedom from discrimination on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of an ethnic minority

TU Dublin requires all staff, students, and external parties to apply a professional attitude towards their individual working environment, including the use of TU Dublin IT resources. All users should be aware that their usage of such resources may be subject to disclosure under the Freedom of Information Act. Users are further reminded that the processing of personal data is subject to the General Data Protection Regulation

Staff, students and external parties are responsible for the safe-keeping of any TU Dublin-assigned user accounts and password details.

- No staff, student or external party shall knowingly jeopardise the integrity, performance or reliability of TU Dublin resources. Reasonable care must be taken to ensure that the use of resources does not reduce the level of integrity, performance or reliability of TU Dublin IT resources, or result in a denial of service to others.

- Staff may not use personal email addresses for TU Dublin-related purposes
- No staff, student or external party shall improperly/maliciously interfere or attempt to interfere in any way with information belonging to or material prepared by another end user.
- Similarly, no staff member, student or external party shall make unauthorised copies of information belonging to another staff member, student or external party. The same conventions of privacy should apply to electronically held information as to that held on traditional media such as paper.

A limited amount of personal usage of TU Dublin resources is acceptable provided it:

- Does not consume more than a trivial amount of resources;
- Does not interfere with department or staff productivity;
- Is not for private commercial gain;
- Does not preclude others with genuine TU Dublin related needs from accessing the facilities;
- Does not involve inappropriate behaviour as outlined above, and;
- Does not involve gambling, sexually explicit material, or any illegal or unethical activities.

In order to protect the interest of staff, students and TU Dublin, system-based controls have been implemented to prevent inappropriate usage[1]. It is expressly forbidden under this policy to intentionally attempt to circumvent these controls.

While the above policy statements and principles apply to all types of IT resource usage including email, internet and social media, additional policy statements are provided in Appendices I, II and III to further clarify what constitutes appropriate usages of various TU Dublin IT resources.

6. MONITORING

TU Dublin respects the right to privacy of staff, student and external parties. However, this right must be balanced against TU Dublin's legitimate right to protect its interests. TU Dublin is committed to ensuring robust information security and to protecting staff, students and external parties from illegal or damaging actions carried out by groups and/or individuals either knowingly or unknowingly. To achieve its aims in this regard, TU Dublin reserves the right to monitor all TU Dublin information resources and TU Dublin data. Any monitoring of TU Dublin data and/or TU Dublin information resources may be random or selective depending on circumstances at that time.

TU Dublin reserves the right to monitor all internet, e-mail and social media activity for the following reasons:

- Monitoring system performance;
- Monitoring unauthorised access attempts;
- Monitoring the impact of system changes and checking for any unauthorised changes;
- Monitoring adherence to the acceptable usage rules outlined in this policy.

[1] Web Filtering solutions are one example of system based preventive controls.

When reviewing the results of any monitoring conducted in accordance with this section, TU Dublin will bear in mind that academic members of staff, students and external parties may be in possession of certain material for legitimate teaching, learning and/or research purposes. Academic members of staff, students and/or external parties will not be disadvantaged or subjected to less favourable treatment as a result of TU Dublin monitoring provided, they exercise their academic freedom within the law and can demonstrate that their teachings, research or qualifications have appropriate ethics approval, and are relevant to material detected and results revealed by TU Dublin monitoring.

7. VIOLATION OF POLICY

Contravention of any of the above policy may lead to the removal of TU Dublin resource privileges and may lead to disciplinary action in accordance with the TU Dublin disciplinary procedures. Internet postings which are deemed to constitute a breach of this policy may be required to be removed by the owner of such postings; failure to comply with such a request may in itself result in disciplinary action.

8. APPENDICES

Appendix I – Acceptable Usage Rules for IT Resources and Internet Facilities

IT resources and internet facilities should only be used for legitimate TU Dublin purposes.

IT resources and internet facilities should never be used in a way that breaches any of TU Dublin's policies.

In this context, the following policy statements apply:

- Do not bring TU Dublin into disrepute
- Do not breach any obligations relating to confidentiality
- Do not defame or disparage TU Dublin or other staff, students, and/or external parties
- Do not make inappropriate, hurtful or insensitive remarks about another individual or group
- Do not harass or bully another individual or group in any way
- Do not unlawfully discriminate against another individual or group. It is against the law to discriminate against another on grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of an ethnic minority
- Do not represent yourself as another person
- Do not use IT resources to obtain, store and/or transmit confidential TU Dublin information without appropriate authorisation
- Do not breach data protection legislation (for example, never disclose personal information about another individual online unless this is done in compliance with the relevant legislation and TU Dublin authorisation)
- Do not breach any other laws or ethical standards
- Respect the legal protections to data and software provided by copyright and license agreements
- Do not load unauthorised and/or unlicensed software onto TU Dublin Resources
- Do not use TU Dublin IT resources to inappropriately obtain, store and/or distribute copyrighted material including music files and movies
- Do not use TU Dublin IT Resources to infringe intellectual property rights including trademark, patent, design and/or moral rights
- Do not obtain/download, store and/or distribute text or images which contain any materials prohibited by law, or material of an inappropriate or offensive nature including pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity
- Do not use TU Dublin computers to make unauthorised entry into any other computer or network
- Do not connect personally-owned devices to the TU Dublin wired network
- Do not participate in unauthorised activity which results in heavy network traffic and thereby interrupts the legitimate use by others of TU Dublin resources

- Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime under the Computer Misuse legislation[2]

Appendix II – Specific Acceptable Usage rules for Email

- People should actively seek to use the most appropriate means of communication
- Mobile device access to TU Dublin email services - users must implement device specific security facilities to prevent casual user access to the device and the TU Dublin email service.
- Make appropriate use of distribution groups – they are set up to help users.
- Do not forward inappropriate electronic mail messages to others
- Do not forward email messages where permission has been withheld by the originator
- Do not (without prior notification to IT) forward electronic mail messages with attachments to large internal mail distribution lists
- Do not remove any copyright, trademark or other proprietary rights notices contained in or on the email message
- Do not use email to enter into legally binding contracts without proper authority being obtained beforehand
- Do not use BCC to address recipients inappropriately
- Do not use TU Dublin resources to participant in unsolicited advertising (“spamming”)

Appendix III – Specific Acceptable Usage rules for Social Media[3]

The policy statements in this appendix deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Wikipedia, all other social networking sites, and all other internet postings, including blogs, wiki’s, and discussion boards. This is not an exhaustive list.

The policy statements in this appendix applies to the use of social media whether during office hours or otherwise and regardless of whether the social media is accessed using TU Dublin IT facilities and equipment or equipment belonging to members of staff or some other party.

The policy statements below are set out under three headings:

- Protecting TU Dublin’s interests and reputation
- Respecting colleagues, students and others
- Protecting Intellectual Property and Confidential Information

[2] Most computer crime related offences can be found in section 5 of the Criminal Damage Act, 1991 and Section 9 of the Criminal Justice (Theft and Fraud) Offences Act, 2001. The Council of Europe Convention on Cybercrime, which entered into force in July 2004, also provides guidelines for governments wishing to develop legislation against cybercrime.

Protecting TU Dublin’s interests and reputation:

- TU Dublin staff should only use official University social media sites for communicating with students and external parties which are managed and moderated by the University. This includes the use of any social media presence related to the distribution of class materials, study aids, provision of feedback to students or any other supports for teaching and learning activities.
- Staff and external parties must not post disparaging or defamatory statements about:
    - The University;
    - Its Staff;
    - Its Students; or
    - Others.
- Staff and external parties should also avoid social media communications that might be misconstrued in a way that could damage TU Dublin’s interests and reputation, even indirectly.
- Staff, and external parties are personally responsible for what they communicate in social media.
- If your affiliation as a staff member, student or external party of TU Dublin is disclosed, it must be clearly stated that the views presented do not represent those of TU Dublin. For example, you could state, *"the views in this posting do not represent the views of TU Dublin"*.
- Avoid posting comments about sensitive work-related topics. Even if you make it clear that your views on such topics do not represent those of the University, your comments could still damage TU Dublin’s reputation.
- Strive for accuracy in any material you post online.
- If you see content in social media that disparages or reflects poorly on TU Dublin or staff, students or external parties of TU Dublin, you should contact your line manager.

Respecting colleagues, students and others:

- Do not post material that could be deemed to be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Do not post information including personal information related to TU Dublin staff, students and/or external parties without their express permission.
- Do not provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to TU Dublin and create legal liability for both the author of the reference and TU Dublin.

Respecting intellectual property and confidential information:

- Staff, and external parties should not jeopardise TU Dublin’s business information, confidential information or intellectual property through the use of social media, internet file sharing or internet file storage sites.

- Staff and external parties should avoid misappropriating or infringing the intellectual property of companies and/or individuals, which can create liability for TU Dublin, as well as the individual author.
- Staff and external parties should not use TU Dublin logos, brand names, slogans or trademarks.
- Staff and external parties should not post any of TU Dublin's confidential or proprietary information without prior written permission.
- Staff and external parties should not post copyrighted material without citing appropriate reference sources or acknowledging copyright accurately.