

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

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

- 2.1 You must adhere to the conditions laid down by the JANET Acceptable Use Policy (<http://www.ja.net/documents/publications/policy/aup.pdf>).
- 2.2 You must show consideration for other computer users at all times.
- 2.3 You are responsible for keeping your 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 systems, to prevent crime or in the interests of national security.

3. Unacceptable Use

- 3.1 The London Institute of Banking & Finance has a statutory duty under the Counter Terrorism and Security Act 2015, termed "PREVENT". The purpose of this duty is to aid the process of preventing people being drawn into terrorism.
- 3.2 You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist. The London Institute of Banking & Finance reserves the right to block or monitor access to such material.

- 3.3 You must not access, or attempt to access, any computer material or system for which access authorisation has not been given.
- 3.4 You must comply with the terms and conditions of all licence agreements relating to software and data networks.
- 3.5 You must not send or forward junk or chain email and not use email for the mass distribution of unauthorised and unsolicited messages.
- 3.6 You 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 IT department.
- 3.7 You are required to respect the copyright of all materials and software made available for your use.
- 3.8 You must not load any software onto the IT facilities provided without permission from the IT department. The 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.org.uk/for_organisations/data_protection/the_guide/the_principles.aspx)
- 3.10 You must not use the IT facilities in a way that denies service to other users, for example deliberate or careless overloading.
- 3.11 You must not damage any of the 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) Counter Terrorism and Security Act 2015
 - d) Criminal Justice and Public Order Act 1994
 - e) Data Protection Act 1998
 - f) 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, it 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.