

1. The aim of these regulations is to help ensure that Canterbury Christ Church University's Information Technology facilities can be used safely, lawfully and equitably.
2. The issues covered by these regulations are complex and you are strongly urged to read the accompanying guidance document, available at <https://cccu.canterbury.ac.uk/information-technology/policies/policies.aspx>. This gives more detailed information that we hope you will find useful.

## Scope

3. These regulations apply to anyone using the IT facilities (hardware, software, data, network access, third party services, online services or IT credentials) provided or arranged by Canterbury Christ Church University.

## Governance

4. When using IT, you remain subject to all UK and University laws and regulations. Ignorance of the law is not considered to be an adequate defence for unlawful conduct.
5. It is expected that you will meet the University's expectations in terms of behaviour practice, policy and legislative requirements as set out in:
  - Students: <http://www.canterbury.ac.uk/policy-zone>
  - Staff: <https://cccu.canterbury.ac.uk/hr-and-od/policies-and-procedures/staff-code.aspx>

The policies are intended to ensure all use falls within the terms of current legislation and compliance means the user will be protected from accusations of unlawful conduct.

6. When accessing services from outside of the UK, you must abide by all relevant local laws, as well as those applicable to the location of the service.
7. You are bound by Canterbury Christ Church University's general regulations when using the IT facilities available at <http://www.canterbury.ac.uk/students/academic-services/policy-zone/policy-zone.aspx> (students) and <https://cccu.canterbury.ac.uk/hr-and-od/policies-and-procedures/policies-and-procedures.aspx> (staff).
8. You must abide by the regulations applicable to any other organisation whose services you access such as Janet, Eduserv and Jisc Collections.
9. When using services via Eduroam, you are subject to both the regulations of Canterbury Christ Church University and the institution where you are accessing services.
10. Some software licences procured by Canterbury Christ Church University will set out obligations for the user – these must be adhered to.
11. Breach of any applicable law or third party regulation will be regarded as a breach of these IT regulations.

## Authority

12. These regulations are issued under the accountability of the Director of IT who is also responsible for their interpretation and enforcement, and who may delegate authority to other people.
13. You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations.

## Intended use

14. The IT facilities are provided for use in furtherance of the mission of Canterbury Christ Church University, for example to support a programme of study, research or in connection with your employment by the institution.
15. Use of these facilities for personal activities (provided that it does not infringe any of the regulations, and does not interfere with others' valid use) is permitted, but this is a privilege that may be withdrawn at any point.
16. Use of these IT facilities for non-institutional commercial purposes, or for personal gain, requires the explicit approval of the Director of IT, via the IT Service Desk.
17. To enable the University to comply with its duties under the Counter-Terrorism and Security Act 2015, staff, students and visitors using University IT systems are not permitted to create, transmit, receive, view or store unlawful material that has the potential to draw people into terrorism. The University reserves the right to investigate any attempt to process such material, and to take action to meet its statutory duties where an investigation deems this appropriate.
18. Use of certain software licences is only permitted for academic use. See the accompanying guidance for further details.
19. The University reserves the right to withdraw access rights to IT services and facilities, with the approval of a member of SMT:
  - While investigating a suspected breach of these or other regulations;
  - as part of the University disciplinary process;
  - in order to maintain operational activity of IT systems

## Identity

20. You must take all reasonable precautions to safeguard any IT credentials (for example, a username and password, email address, smart card or other identity hardware) issued to you. You must not allow anyone else to use your IT credentials. Nobody has the authority to ask you for your password and you must not disclose it to anyone.
21. You must not attempt to obtain or use anyone else's credentials.
22. You must not impersonate someone else or otherwise disguise your identity when using the IT facilities.

## Infrastructure

23. You must not do anything to jeopardise the integrity of the IT infrastructure by, for example, doing any of the following without approval:

- Damaging, reconfiguring or moving equipment;
- Loading software on Canterbury Christ Church University's equipment other than in approved circumstances;
- Reconfiguring or connecting equipment to the network other than by approved methods;
- Setting up servers or services on the network;
- Deliberately or recklessly introducing malware;
- Attempting to disrupt or circumvent IT security measures.

## Information

24. If you handle, sensitive or confidential information (as described in the University Information Classification Policy), you must take all reasonable steps to safeguard it and must observe Canterbury Christ Church University's Data Protection and Information Security policies and guidance, available at <https://cccu.canterbury.ac.uk/information-technology/policies/policies.aspx> particularly with regard to removable media, mobile and privately owned devices.

25. You must not infringe copyright, or break the terms of licences for software or other material.

26. You must not attempt to access, delete, modify or disclose information belonging to other people without their permission, or explicit approval from the University Solicitors Office.

27. You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, threatening or discriminatory. Canterbury Christ Church University has procedures to approve and manage valid activities involving such material; these are available at <http://www.canterbury.ac.uk/centres/red/extranet/Ethics/EthicalProcedures.pdf> and must be observed.

28. You must abide by Canterbury Christ Church University's communication guidelines and policies available at <http://www.canterbury.ac.uk/support/marketing/essential-guidelines.asp> when using the IT facilities to publish information.

## Behaviour

29. Standards of behaviour are expected to be in accordance with University values and with respect and consideration for those with whom you are communicating whether this is online or on social networking platforms, such as Facebook, Blogger and Twitter. You must not cause offence, concern or annoyance to others.

30. You should adhere to Canterbury Christ Church University's guidelines on social media.

31. You must not send spam (unsolicited bulk email).

32. You must not deliberately or recklessly consume excessive IT resources such as processing power, bandwidth or consumables.

33. You must not use the IT facilities in a way that interferes with others' valid use of them.

## Monitoring

34. Canterbury Christ Church University monitors and records the use of its IT facilities for the purposes of:
- The effective and efficient planning and operation of the IT facilities;
  - Detection and prevention of infringement of these regulations;
  - Investigation of alleged misconduct;
  - Any other reasons as detailed in the IT Investigation Policy
35. Canterbury Christ Church University will comply with lawful requests for information from government and law enforcement agencies.
36. You must not attempt to monitor the use of the IT facilities without explicit authority.

## Infringement

37. Allegations of infringement of these regulations may constitute a disciplinary offence under the applicable processes:
- a. Students: <http://www.canterbury.ac.uk/policy-zone>
  - b. Staff: <https://cccu.canterbury.ac.uk/hr-and-od/policies-and-procedures/staff-code.aspx>
- Resulting outcomes may include withdrawal of services and/or fines or other disciplinary action up to and including dismissal for staff, and expulsion for students. Offending material will be taken down.
38. Any evidence that a criminal act has been committed will be passed to the University Solicitors Office and may be reported to the Police.
39. Canterbury Christ Church University reserves the right to recover from you any costs incurred as a result of your infringement.
40. You must inform the IT Service Desk (x2626 or [it-service@canterbury.ac.uk](mailto:it-service@canterbury.ac.uk)) if you become aware of any infringement of these regulations.

## Comments and Complaints

41. If you have any comments or suggestions for the improvement of these regulations please contact the IT Service desk.
42. If you feel that any part of these regulations is unreasonable or you have a complaint or concern about any of the terms of use, then in the first instance this should be discussed with your tutor or line manager.
43. If you are not satisfied by this, then you may use the student complaints handling procedure <http://www.canterbury.ac.uk/students/academic-services/complaints.aspx> or the staff grievance procedure <https://cccu.canterbury.ac.uk/hr-and-od/policies-and-procedures/grievance.aspx>

Document control					
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