

IT Policy: Use of IT Facilities provided by The Cambridge Theological Federation

1. Scope

The policy applies to all members of the Federation Community, including student members and staff.

The policy applies to use of the IT Facilities provided by the Federation. This includes personal devices used to access the Federation's network and systems. The Federation network also falls under the supervision of the University Computing Service and all users are subject to its rules and guidelines.

This document provides an overview of what is considered misuse of Federation IT resources, and applies to individuals using resources and/or networks provided by the Federation and/or its partner universities, whether using Federation-owned equipment or a personal device.

2. Definitions of Misuse

Information Technology is an essential part of Federation life and business. Misuse can damage the Federation's business and reputation and may infringe the law. Examples of such misuse include, but are not limited to:

- Accessing or downloading material that encourages terrorism or may lead to radicalisation
- Disrupting Federation systems by inappropriate downloads or e-mailing
- Harming the Federation's reputation by downloading potentially offensive material in a public space or making inappropriate posts on social networking sites
- Unauthorised access to and theft or loss of Federation data
- Decreased efficiency by prolonged inappropriate use during working hours
- Illegal downloading, file sharing or support for other illegal activities

3. Monitoring and Access by the Federation

The Federation does not routinely monitor accounts and will do so only in exceptional circumstances. For monitoring to take place, authorisation of the IT Manager and another Federation Officer will be required. For students this will normally be the Registrar.

The Federation may require emergency access to accounts of staff and Federation Officers if the account holder is away in unforeseen circumstances. Every effort will be made to seek the account holder's consent but operational need may override this. Folders relating to Federation business should be clearly marked as such and kept separately from personal and academic work to facilitate this and protect users' privacy.

Monitoring will only be authorised when there is clear and justifiable suspicion of sustained misuse, where network performance is adversely affected or where criminal activity is suspected.

4. Usage of Federation Systems

It is unacceptable for staff, tutors, members of houses and students to use Federation systems:

- For unauthorised commercial purposes.
- To bully, harass or cause distress to others
- To view obscene or offensive websites in public or access websites supporting illegal activities

The Federation supports Freedom of Expression, however using Federation systems to promote extreme views inciting violence and/or hatred of others because of their race, religion, sexual orientation or political affiliations is never acceptable and may constitute a criminal offence.

All users posting to social networks on their own devices should be aware that posts may not be private and may be shared by others. Users are responsible for their own security settings and for preventing posts that may harm the Federation.

Users must not imply that a page, account or blog is an official site if it is not. Official sites should be registered as such with the Federation.

5. Email

Electronic communication has become the principal medium for information flow within the Federation. However, the norms applying to electronic mail communication have dramatically modified traditional styles of writing. Brevity and spontaneity have become the operating principles, which sometimes add considerably to the risk of poor communication. Risks include spelling mistakes, lack of punctuation, and such extreme brevity that the message is not understandable to the receiver (or those copied in to the message). This medium also seems to offer the opportunity for less than constructive feedback, particularly ill-considered expressions of feelings that might never take place in face to face circumstances.

Email etiquette: Students and staff of the Federation should familiarise themselves with and adhere to the policies on electronic communication at the university which validates their programme of study:

- Anglia Ruskin University:
<http://web.anglia.ac.uk/it/support/staff/needhelp/email/outlook/Anglia%20Practice%20and%20Good%20Practice%20at%20Anglia2.doc> and
<http://web.anglia.ac.uk/it/standards/Email%20Policy%20and%20Practice%20September%202009.pdf>
- University of Cambridge: <http://www.cam.ac.uk/cs/email/etiquette.html>
- Durham University: <https://www.dur.ac.uk/cis/policy/>

6. Consequence of misuse of IT resources provided by the Federation

Consequences of misuse may include, but are not limited to:

- Immediate suspension of the email account
- Barring from Federation computer networks
- Notification of suspicious activity to the police
- Fines
- Recuperation of costs incurred by the Federation
- Expulsion from the Federation

*Approved by the Federation Management Committee
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