



Prifysgol Cymru University of Wales

Acceptable Use Policy : Staff at Institutions

This Policy defines what is acceptable for staff at Institutions of the University in their use of University web services including the Online Library.

Staff at Institutions are those staff employed by or working with an accredited, affiliated or collaborative partner institution of the University in whatever capacity.

Where this policy refers to an illegal activity, such activities are those that would be illegal under the laws of England and Wales, regardless of the legal jurisdiction in which the student resides.

General

The University aims to keep its web services including its main web sites, the Global Campus social network and the Online Library, continuously available to students except for periods of essential maintenance. Staff are welcome to browse its resources and use the social network and their Google Apps account provided by the University.

To protect its students and staff from unacceptable activities and to prevent the misuse of its systems, the University has defined the activities listed below as unacceptable.

Any breach of or abuse under the acceptable use policy of a licensed resource accessed via the Online Library will be regarded as unacceptable use of the University's services

Creation or Upload of Unacceptable Material

- The creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images, data or material, or any data capable of being resolved into obscene or indecent images or material
- Use University resources of any kind in a manner that may harass, intimidate or cause deliberate offence to another person or group of people. This includes harassment of a political, racial, religious or sexual nature, or use of abusive language or images
- Attempt to access, store, or distribute, electronically or otherwise, documents, images, audio files, mail messages or files of any other type which would enable the activities described in the bullet point above

- The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety
- The creation or transmission of defamatory material

Infringement of Copyright

- The downloading, copying or transmission of material such that this infringes the copyright of another person or organisation, including documents, software and images.
- Attempt to load unauthorised software programmes including server software, applications and games onto University systems
- Grant access to or provide a false information to enable access to, resources licensed by the University
- Distribute electronically, or by any other means, and/or publish any material created by another person or organisation without the express written permission of that person or organisation
- Copy or remove software owned or licensed by the University from computer systems or networks owned by the University or accessed via University services

Commercial Activity

- The use of University resources for any private commercial activity
- The transmission of unsolicited commercial or advertising material either to other user organisations, or to organisations connected to other networks

Malicious Activity

- Corrupt or destroy other users' data
- Violate the privacy of others
- Disrupt the work of other users
- Use the University's facilities in a way that denies service to other users
- Deliberately or negligently introduce 'viruses' or transmit such 'viruses' to other users

- Attempt to copy, alter or destroy data belonging to another person, group of people or organisation

Breach of Security

- Deliberate unauthorised access to University services or resources or to other resources provided by the University under licence including those of the Online Library
- Attempt to log into any computer system using the user account of another person
- Attempt to ascertain or ascertain and /or use the username, password or personal details of any other user.
- Deliberately or negligently divulge their username and/or password to any other person
- Attempt to gain access to any resource or area or service which they are not authorised to enter or use

Sanctions

The University reserves the right to withdraw access from its services at any time from any individual which it believes is in breach of this Policy and to pursue appropriate other sanctions including civil legal redress and criminal prosecution.