



Regulations for the use of IT Services and Resources

	Definitions	3
1	Scope	4
2	Disclaimer	4
3	User Responsibilities	4
4	Personal Use of University Resources	7
5	Use of Mobile Technologies	8
6	Commercial Usage	9
7	Security of payment card data	9
8	Monitoring	10

Tj ET Q q 33P <7 .52 288[(28C OD.C)T91BT /T.6.4>481 r7 <</8 8 0.481 re359/TT2056.t10M3 /P 9(Tj ET Q q61 36/7 .52 288. .q 33.
Reference

The following expressions are used throughout this document, with the meanings assigned below:

- a. " " for example the Vice Chancellor and Chief Executive Director of Finance and Resources, and Head of Information Assurance. The IT Service Desk will maintain a list of authorised staff.
- b. " " means a user who is registered with the University to use an IT Resource or set of Resources for a particular purpose or purposes; term " " shall be interpreted accordingly.
- c. " " means the Counter Terrorism and Security Act 2015 and all subsequent related legislation.
- d. " " means the Data Protection Act 1998, and General Data Protection Regulation (GDPR) and all subsequent related legislation
- e. " "

-
- 1.1 The regulations detailed in this document apply to anyone using IT Resources for any purpose at the University including staff (temporary and permanent), students and visitors. This includes personally owned equipment connected to the University network from an external allocation, or on UW premises
 - 1.2 These Regulations should be read in conjunction with the University's [Information Security Policy](#).
 - 1.3 The University provides access to external services including Internet access via the Joint Academic Network (JANET). JANET is the given both to an electronic communications network and a collection of electronic communications networking services. Resources that support the requirements of the UK higher and further education and research community. The University may only take advantage of the benefits of this access through clear adherence to the [Acceptable Use Policy](#) specified nationally for all JANET users.
 - 1.4 It is the responsibility of all authorised users of UW IT Resources to ensure that these Resources are used for appropriate University purposes and in a manner that does not compromise the University, its employees, students or associated staff in anyway. Any person using IT Resources must abide by these IT regulations. To ensure that IT Resources are not abused the University retains the right to selectively monitor network traffic and to take any appropriate action if improper use is identified.
 - 1.5 The University takes a strict approach to breaches of these regulations which will be dealt with in accordance with UW's Disciplinary Procedure

2.1 The University undertakes to provide and operate its IT Resources with reasonable care and skill. However, the University accepts no liability for any loss or damage an authorised user (or any user) may suffer from any failure or malfunction of the University IT Resources or any parts thereof.

3.1 IT Resources are provided for the purpose of teaching, research, education and associated support.

3.2 Members of the University may use a University IT Resource provided that they are authorised users.

3.3 Authorised use will also be provided to anyone working with or at the University, subject to the discretion of Authorised Users.

3.6 To comply with these Regulations an authorised user of a University IT Resource shall:

- a) Comply with applicable legislation and case law.
- b) Comply with the [Information Security Policy](#) and other Regulations or Policies approved by the University, and which are listed on the main [University Policies and Procedures](#) website.
- c) Adhere to the terms and conditions of all licence agreements relating to University IT Resources which they are including software, equipment, services, documentation and other goods. This specifically includes the use of online library learning resources, including datasets, databases, books and e-journals which are subscribed to by the University. These are protected by copyright and license agreements. Users who are not covered by these license agreements will be blocked from accessing these resources.
- d) When processing personal data ensure full compliance with all obligations under Data Protection Legislation. The University maintains information under the current legislation that should cover most data used for academic purposes, but users are responsible ensuring that any particular use of personal data complies with the Data Protection Act 2018 and any other relevant legislation. In cases of doubt, advice should be sought from the University's Data Protection Officer.
- e) Have primary responsibility for the security and backup of their work and data.
- f) Exercise due care and consideration for the interests of the University and other users, including the efficient use of consumables and other resources. In particular, they shall not engage in activities with the following characteristics:
 - x Misuse of Resources;
 - x Corrupting or destroying other users' data;
 - x Violating the privacy of other users;
 - x Disrupting the work of other users;
 - x Using the network in anyway which denies service to other users;
 - x Continuing to use an item of software or hardware after receiving a request to cease from the Authorised Personnel;
 - x Wasting support staff effort;
- g x a \$.25 Td <00 Tj EMC /LB[[(e) 0 Tc 0 Tw 8.739 0.17 ()Tj 3j -0.059 0 Td (b ()Tj -0

- x If data stored on a mobile device is not backed up by the user it could be completely lost if the device is stolen or fails;
- x Any sensitive data stored on a mobile device would be compromised should it be stolen or lost.

5.2 The University aims to ensure that effective measures are in place to protect the use of mobile computing, communication and storage devices. All UW employees using mobile computing devices (laptops, tablets, etc.), mobile communication devices (mobile phones, smartphones, etc.) and mobile storage devices (USB memory sticks, CD/DVDs) to access UW resources in public places, meeting rooms, and other unprotected areas both within and outside the University of Worcester campus are expected to comply with this aspect of the Policy. This applies equally to information stored on or accessed via home PCs, laptops, tablets, etc.

5.3 Mobile Computing devices used by contractors, or third parties, to access the UW network, applications, and/or data are subject to [the Regulations and Information Handling Guidelines](#) (r)14 (CID5 | 0 Td (-0 0 11.04 131.26060 Tc 0 Tw0d8.8 (i) ((a)-0.9 (t)-3.6 (i)-0.9 (o)-7.2 (n)]T

encryption of their personal computers should be aware that there are pitfalls, including the potential loss of access to data should they forget the master password.

- 6.1 Unless otherwise expressly indicated the University IT Resources and software supplied by or through the University are for educational or organisational use only. If only is to involve commercial use this should be reported to the IT Service Desk in the first instance.
 - 6.2 Commercial use of software supplied under "educational use only" agreements is permitted only if explicit written approval has been obtained from the supplier of the software, and consequentially without such express authorisation, such use will be a misuse under the terms of these Regulations.
 - 6.3 Where IT Resources are to be used in connection with research grants, short courses or contracts involving specific provision for computing costs, this fact must be communicated to the IT Service Desk.
 - 6.4 Any software, process or other invention developed by a member of the University using University IT Resources must not be commercially exploited without the prior consent of the University.
-

