



# Acceptable Usage Policy for RCSI Computing and Network Systems

May 2018

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## 1. Purpose

Providing an efficient, secure and reliable computing and networking service, as well as access to communications devices, to Staff, Students, Researchers and Alumni depends on the cooperation of all Users. It is therefore important that you, as a User, are aware of your responsibilities.

The purpose of this Policy is to provide all Users of the College's IT Resources with clear guidance on the acceptable, safe and legal way in which they can use the College's IT and Network Resources.

By using any of the College's IT and Network Resources, you agree to comply with the terms of this Policy. This Policy is without prejudice to the right to privacy as protected by the constitution and the European convention on human rights.

## 2. Policy Scope

This Policy covers documentation of policy, procedures, and standards relating to:

- College Information Assets
- College IT and Network Resources

This Policy applies to all Users of the College's IT resources which includes, without limitation, its networks (accessed on site or remotely), business systems and data contained therein, and/or communications devices hereinafter the College's IT resources. This Policy takes precedence over any policies which may be developed at a local level.

## 3. Roles and Responsibilities

### IT Services are responsible for:

- Monitoring use of College IT Resources to ensure this Policy is not breached;
- Acting on breaches to this Policy and bringing any breaches to the attention of the CTO, DPO, Legal Counsel or SMT (as appropriate)

### Each User is responsible for:

- Complying with this Policy and all other relevant policies and procedures;
- Reporting all breaches of this Policy to [helpdesk@rcsi.ie](mailto:helpdesk@rcsi.ie)

## 4. Policy

### Acceptable Use

- You undertake to comply with the provisions of the Data Protection Act and General Data Protection Regulations.
  - If you process (or intend processing) personal data about others on a computer, you are obliged to comply with the provisions of the Data Protection Acts as amended, updated or replaced from time to time and the College's [Data Protection Policy](#).
  - Users must store and process College data in compliance with the Data Management Policy and the relevant Data Protection Legislation.
- You agree not to engage in any activity that is illegal under national or international law.
- You agree that all activity on the RCSI Network is monitored and audited for breaches to the acceptable usage policy; this includes email, network and internet access and any equipment connected to the RCSI network including but not limited to Desktops, Laptops, iPads, phones etc.
- Users must use the College's IT Resources and College's Information Assets in a responsible, safe and lawful manner and to respect the integrity of computer systems, communication devices and networks to which they have access.
- Users agree to adhere to the IT system security standards set by the college that include but not limited to regular password resets where the password adheres to the password policy, regular updating of antivirus and malware software on all devices used on the RCSI network etc.
- Users must follow any standards and guidelines (including those set out in this Policy) relating to the use of the College's IT Resources and College Information Assets. See IT Policies on the [RCSI VLE](#) and the [Staff Portal](#)

### Unacceptable Use

- Other than in the course of performing their duties, knowingly access, download or distribute illegal or inappropriate material, including material that is in any way pornographic, obscene, abusive, racist, libellous, defamatory or threatening.
- Using RCSI systems to engage in any form of bullying or other behaviour which is illegal or likely to cause harassment to others.
- Use social media to degrade, bully or intentionally offend Staff, Students or other Users or use these tools to bring the reputation of the College into disrepute. Please reference the College's [Social Media Policy](#) for more details.
- Gain unauthorised access to the account, systems or equipment of any third party - attempts at 'hacking' may result in criminal prosecution in Ireland or elsewhere.
- Use another Users RCSI account or allowing others to use your RCSI account for any reason. This includes the provision of your RCSI account information in response to solicited information requests via email or phone.



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- Perform any activities which contravene the laws of the State, or the destination country in the case of data being transmitted abroad.
- Undertake commercial activities or to otherwise further commercial objectives which are not a part of your work/studies in the College.
- Infringe the copyright, patent or other intellectual property rights of any person including, by downloading unlicensed software or other unauthorised materials.
- Infringe the data protection or other privacy rights of any person. Please refer to the [Data Protection Policy](#).
- Use of College systems or resource to facilitate plagiarism or cheating in exams or assignments. Please refer to the [Plagiarism Policy](#).
- Access, modify, or interfere with computer material, data, displays, or storage media belonging to the College or another User, except with their permission.
- Connect unauthorised equipment to the College network.
- Load or execute unlicensed software or other material on the College's IT Resources where this is likely to breach the licensing conditions or other Intellectual Property rights.
- Knowingly introduce any virus, malware or other destructive program or device into the College's systems or network. The User should take all reasonable steps to ensure that they do not inadvertently introduce such programs or devices into the systems or network.
- Store sensitive or confidential College data on personal devices or mobile devices without explicit permissions from appropriate approvers. Please refer to the [Data Protection Policy](#).

The College IT resources are to support the activities of the College. Although limited personal use of the College's IT Resources is allowed, the usage should never conflict with the primary business purpose for which they have been provided and the College's responsibilities.



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**Note:**

1. The College reserves and intends to exercise the right to review, audit, intercept, assess and disclose all messages created, received or sent over the electronic mail system for any purpose. Notwithstanding the College's right to retrieve and read any electronic mail messages, such messages should be treated as confidential and accessed only by the intended recipient. Users of College facilities are not authorised to retrieve or read any email messages that are not sent to them. However, the confidentiality of any message should not be assumed: even when a message is erased it is still possible to retrieve and read that message.
2. The College reserves the right to review, audit, intercept, and assess data stored on any equipment connected to the RCSI network. This includes but is not limited to laptops, desktops, iPads, external storage devices etc.
3. 'Hacking' (unauthorised breaking into networks/computers) may result in criminal prosecution.
4. RCSI retains absolute discretion to access any network folders held on the shared server in your name. RCSI may use any data saved within, including email archives, where RCSI is satisfied that such use will benefit the development of the institution's "education and research potential"
5. Should you have a genuine business need to retain access to your personal network folder and email in relation to ongoing research activities, RCSI will assess this need on a case by case basis prior to deciding whether to grant such access for a defined period of time. RCSI retains absolute discretion in this regard.
6. RCSI has provided students with a laptop to assist them in the successful completion of their studies. The use of the laptop is required for online study, producing and submitting assignments, and, in some cases, examinations. It is the student's responsibility to maintain the RCSI laptop and it is also their responsibility to replace it, should it be damaged, lost or stolen. If a student withdraws from RCSI before graduation, they must return the laptop upon deregistration, as it is the property of the College.

Persons found contravening these regulations will be subject to the College's disciplinary procedure up to and including dismissal, and/or criminal procedures.

I agree to abide by the above conditions.

Name: (Please print) \_\_\_\_\_

Student/Staff Number: \_\_\_\_\_

Department/Course: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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