THE UNIVERSITY OF THE WEST INDIES

Acceptable Use Policy
Information & Communication Technology

1. Introduction

1.1 Purpose

This policy defines what constitutes acceptable use of the Information and Communication Technology (ICT) resources of the University of the West Indies.

The University of the West Indies is an institution of higher education, dedicated to education, scholarship and the pursuit of knowledge. The University's ICT resources are provided, operated and maintained for the use of members of staff, registered students and other authorized persons in furtherance of the aims and objectives of the University of the West Indies in teaching, learning, research and outreach.

Users of the University's ICT resources have access to sensitive data and external networks. Consequently, it is important that they use these resources in a responsible, ethical and legal manner. In general, acceptable use means an accountable, rational and appropriate exercise of a freedom to use while respecting the rights of other computer users, the integrity of the University's Information and Communication Technology (ICT) resources and all pertinent licence and contractual agreements.

1.2 Scope

This policy covers all aspects of the ICT resources of the University of the West Indies wherever located. The policy is binding on all users of the UWI's ICT resources, be they staff, students or otherwise.

1.3 <u>University Information & Communication Technology Resources</u>

The ICT resources of the UWI include, but are not limited to, all items of

- Hardware
- Software
- Networking equipment, services and facilities
- Communication equipment, services and facilities
- Data and information

owned, leased, or loaned, by the UWI or its agents, irrespective of where these items may be located. Access to UWI ICT resources is conditional on the observance of this policy.

Examples of these ICT resources include, but are not limited to:

- Central computing facilities
- The Campus Area Network (CAN)
- LANs
- Internet access
- Web pages
- Voice telephony systems
- Human resource data
- Learning and teaching platforms and systems
- Financial and other enterprise applications
- The University WAN
- Electronic mail
- Internet and Intranet Web servers
- Public computing facilities
- Wireless network systems
- Student data

2. Acceptable Use

University information systems are to be used solely for University-related business, inclusive of teaching and learning processes. However, personal use of computers may be permitted if, and only if, such use conforms to the general university regulations and do not interfere with University operations, degrade its goodwill or negatively impact intended learning outcomes of students or performance of duties by employees.

3. Unacceptable Use

Use of the UWI's ICT resources is a privilege extended by the University to its staff, registered students and others. Any use of the ICT resources of the UWI will be considered an unacceptable use if it:

Conflicts with the aims and objectives of the University of the West Indies
> or

Breaches any statute or ordinance of the University of the West Indies
> or

Could result in legal action being taken against the University of the West Indies
> or

Violates national laws.

Examples of unacceptable use include, but are not limited to:

- Intentionally circumventing or compromising the security controls or integrity of the University ICT resources or any other computer or communication network resource connected to it.
- Intentionally denying access to or interfering with any network resources, including spamming, jamming and crashing any computer.
- Using or accessing any University ICT resource information or data, without proper authorisation, or in a manner inconsistent with the authorisation.
- Using the University ICT resources to attack computers, accounts, or other users by launching viruses, worms, Trojan horses, or other attacks on computers in the University or elsewhere.
- Conducting commercial activity not duly approved in writing by the University.
- Using the University's ICT resources to misrepresent or impersonate someone else.
- Using the University's ICT resources for any purpose which the University deems obscene or offensive.

4. Penalties for Unacceptable Use

Where there is evidence of unacceptable use, the University may restrict or prohibit the use of its ICT resources. Violations of this policy shall be treated in accordance with applicable University Statutes, Ordinances, Rules and Regulations.

User Acceptance

All users of the ICT resources of the UWI are required to sign this document, or otherwise signify acceptance of this policy, and thereby commit to abide by its provisions. This document covers the ICT resources of the University of the West Indies, which include, but are not limited to:
- Hardware;
- Software;
- Networking equipment, services and facilities;
- Learning and teaching platforms and systems;
- Communication equipment, services and facilities;
- Data and information.

I understand that the UWI provides, operates and maintains its ICT resources to support its instructional, research, and administrative activities.

I understand that my assigned access credentials (including user names, passwords and PINs) identify and allow my access to the UWI's ICT resources and that I am accountable for the secrecy of my access credentials. I also accept that I am responsible for all actions committed through the use of my access credentials.

I understand the UWI has the right to access, impound and search any of its ICT resources at any time and for any reason, including determining compliance with University, Campus or other information security requirements.

I will comply with the UWI's Acceptable Use Policy and accept that as a user of the UWI's ICT resources I have a responsibility for the security of those resources. To the best of my ability I will protect the UWI's ICT resources from unauthorized use, modification, destruction or disclosure, whether accidental or intentional. I agree to be bound by the current version of the UWI's Acceptable Use Policy, which will be freely available to the University community.

I understand that abuse of these requirements, and others which may be declared in the future, may result in disciplinary and/or legal action.

I hereby acknowledge that I have read and understand the UWI's Acceptable Use Policy and this User Acceptance of Security Responsibility and agree to be bound by the conditions herein.

Print Name:	Date:
Signature:	Student/Staff ID No:
Position:	Campus:
Office/Faculty:	Department/Unit: