

IT Acceptable Use Policy

These rules apply to all use of the computing and network facilities in Pembroke College and concern what is considered to be unacceptable behaviour and misuse, as well as what may infringe licence terms or may be otherwise illegal. Note that all use is permitted for bona fide purposes only, and is subject to proper authorisation (which may be provided either explicitly or implicitly - see below).

The College issues the rules contained in these pages in addition to the following other requirements relating to use of computing facilities in the University [found here](#) which you should also read.

Computer Misuse

The College regards computer misuse as a serious matter, which may warrant disciplinary proceedings. Offenders will be referred to the Dean and or the Proctors, and prevented from using the College computing facilities for a period of time and may incur a fine dependent on the severity of the misuse.

Explicit authorisation will normally involve the assignment of a username and password for the purpose in question.

Implicit authorisation can normally be assumed for services that are advertised as being available without prior registration, for example the Library OPAC services from public terminals in the Library. Any facility which is not controlled by the College is subject to regulations determined by the organisation operating that facility, so authorisation to use such facilities should not be assumed, even though they may be accessible from or connected to the College facilities.

Misuse of computing and network facilities and unacceptable behaviour include (but are not limited to) the following:

- Attempting to gain unauthorised access to any facility;
- Using someone else's username, with or without their consent
- Disregarding the privacy of other people's files;
- Giving your username and/or password to someone else, or being otherwise careless with it;
- Generating messages which appear to originate with someone else, or otherwise attempting to impersonate someone else;
- Sending messages which are abusive or a nuisance or otherwise distressing;
- Displaying offensive material in a public place;
- Trying to interfere with someone else's use of the facilities;
- Disregard for 'computer etiquette';

- Sending chain email and hoax virus alerts;
- Being wasteful of resources (e.g. downloading large amounts of data, or participating in Peer-to-peer file sharing networks);
- Software piracy (including infringement of software licences or copyright provisions);
- Using the facilities for commercial gain without explicit authorisation;
- Physically damaging or otherwise interfering with the facilities, including wilfully changing hardware, firmware and software set-ups.
- The use of Wi-Fi hubs/switches, AirPort Extreme Base Stations and other hubs or switches.
- Running games servers, mail, web or other form of server or file/resource service.

Printing

- All printing to the MFD's (multi-function devices, Photocopiers) will be charged for at a rate per sheet as advertised.

Software Rules

- The software and any datasets supplied by the College may be used subject to the relevant supplier's licence agreements. Software should not be copied, nor should any other software be installed on any of the workstations or networks without the prior consent of the Head of (JICTS).
- In general, all software and dataset use is subject to the Code of Conduct produced by the Combined Higher Education Software Team (CHEST).
- Unauthorised use of software is theft, plain and simple, and can have serious criminal consequences.
- Your attention is drawn to the University Software Usage Terms for the Use of Software or Data sets, which can be found [here](#).

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