

## IT Security Policy

### 1. Introduction

- 1.1 Petroc seeks to promote and facilitate the correct and extensive use of Information Technology in the interests of teaching and learning including business and community engagement partnerships. Whilst the tradition of academic freedom will be fully respected, this also requires responsible and legal use of the technologies and facilities made available to students, staff and partners of Petroc.
- 1.2 This IT Security Policy is intended to provide a framework for such use of Petroc's IT resources and will be, in conjunction with Petroc's Information Security Management Stance, aligned to ISO27001. It applies to all computing, telecommunication, and networking facilities provided at all Campuses and mobile facilities. As such, it should be understood that it has the widest application, in particular references to IT Services should, where appropriate, be taken to include departmental or other system managers responsible for the provision of an IT service. This policy should be interpreted so as to encompass new and developing technologies and uses which may not be explicitly referred to.
- 1.3 This policy is to be considered in parallel to the [Joint Academic Network \(JANET\) "Acceptable Use Policy"](#) to which all users of the services provided by JANET must comply. In addition to this, when users are connected and using the 'Eduroam' service they must comply with the requirements set out in the [Eduroam Policy](#).
- 1.4 National and International Law apply to activities carried out using computers and networks just as they do in any other sphere of life. The UK has a number of laws which apply particularly to computers. This policy is derived from and must be considered alongside these laws, in particular:
- the [Computer Misuse Act \(1990\)](#) creates offences of unauthorised access and unauthorised modification of computers and data
  - the [Regulation of Investigatory Powers Act \(2000\)](#) controls the interception of traffic on networks. Interception for business purposes, for example the enforcement of acceptable use policies, is covered by the [Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#). Other Statutory Instruments and Codes of Practice relating to these Acts and further

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information needed to support these areas may be found on the [Home Office](#) web page

- the [Data Protection Act \(1998\)](#) establishes requirements on anyone holding personal data on a computer or any other organised filing system
- the [Anti-Terrorism, Crime and Security Act \(2015\)](#) creates a code of practice for retention of communications data
- Under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015) users must be aware that we have a duty in the exercise of our functions, to have "due regard to the need to prevent people from being drawn into terrorism. (Prevent)

1.5 All [European laws](#) regarding computer misuse, electronic commerce, data protection, human rights and privacy etc must also be adhered.

## 2. Purpose of the Policy

2.1 Petroc's IT resources are provided primarily to facilitate a person's essential work as an employee or student or other role within the College. No use of any IT service should interfere with another person's duties or studies or any other person's use of IT systems, nor bring Petroc into disrepute, in any way.

2.3 Using Petroc's IT facilities in an office, library or teaching room, for non-work-related purposes, such as personal electronic mail or recreational use of the World Wide Web including social networking sites, are understood to enhance the overall experience of an employee or student but are not an absolute right. Priority to such Petroc owned facilities must always be granted to those needing facilities for academic work or other essential College business.

2.4 All users must correctly identify themselves at all times. A user must not masquerade as another, withhold their identity or tamper with audit trails. A user must take all reasonable precautions to protect their resources and the property of the college. In particular, passwords used must adhere to current password policy and practice. [Advice on what constitutes a good password](#) may be obtained from IT Services web pages. This advice must be followed: failure to do so may be regarded as a breach of this policy.

2.5 Personal Devices (Mobility)

### 2.5.1 Personal Device

Any Devices not managed by IT Services are defined as a Personal Devices and users are required to follow some basic security requirements when connecting to the College Network.

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1. Users must ensure that all the most recent operating system and application security related patches, fixes and updates have been installed on their personal devices.
2. Users are advised to install Antivirus software on all of their personal devices.

### 2.5.2 Personal Use

Where a personal device is connected to the college network or where a college email or social media account is used; this shall be deemed to be college use not personal use and the IT security policy shall apply in full.

Use of Petroc email accounts should not, therefore be used for registering on web sites that do not have a direct relevance or direct need to the business e.g. (but not limited to) when buying for personal purposes from Amazon or EBay.

## 3. Privacy

- 3.1 It should be noted that systems staff, who have appropriate privileges, have the ability, which is occasionally required, to access all files, including electronic mail files and Web usage which may be stored on any computer which they manage. It is also occasionally necessary to intercept network traffic. In such circumstances appropriately privileged staff will take all reasonable steps to ensure the privacy of service users. Petroc fully reserves the right to monitor email, telephone and any other electronically-mediated communications, whether stored or in transit, in line with its rights under the [Regulation of Investigatory Powers Act \(2000\)](#). Reasons for such monitoring may include the need to:
  - ensure operational effectiveness of services
  - prevent a breach of the law, this policy, or other Petroc’s policy,
  - investigate a suspected breach of the law, this policy, or other Petroc’s policy
  - monitor standards
  - support the Government Prevent Strategy
- 3.2 Access to staff files, including electronic mail files, and/or individual IT usage information will not normally be given to another member of staff unless authorised by the Vice Principal Finance and Resources, or nominee, who will use their discretion, normally in consultation with the Director for Human Resources or other senior manager of Petroc. Where possible and appropriate, the Assistant Principal, Department Manager, or more senior line manager, will be informed and consulted prior to action being taken.
- 3.3 Petroc sees student privacy as desirable but not as an absolute right, hence students should not expect to hold or pass information, which they would not wish to be seen by members of staff responsible for their

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academic work. In addition to when a breach of the law or of this policy is suspected, or when a documented and lawful request from a law enforcement agency such as the police or security services has been received, systems staff are also authorised to release the contents of a student's files, including electronic mail files, when required to by any member of staff who has a direct academic work-based reason for requiring such access.

- 3.4 The usage of Petroc's IT devices and the software installed on them, is automatically logged.
- 3.5 After a student or member of staff leaves Petroc, files which are left behind on any computer system owned by, or managed on behalf of Petroc, including servers, and including electronic mail files, will be considered to be the property of Petroc. When leaving Petroc, staff should make arrangements to transfer to colleagues any e-mail or other computer-based information held under their personal account, as this will be closed on their departure. Student accounts will be deleted at the end of each academic year and any funds held for print will also be closed and no refunds will be made.

#### **4. Behaviour**

- 4.1 No person shall jeopardise the integrity, performance or reliability of computer equipment, software, data and other stored information. The integrity of Petroc's computer systems is put at risk if users do not take adequate precautions against malicious software, such as computer viruses and associated malware.
- 4.2 Distributing material, which is offensive, obscene or abusive, may be illegal and may also contravene the Petroc Staff Code of Conduct. Staff Users of Petroc's computer systems must make themselves familiar with, and comply with the Staff Disciplinary policy; student users must make themselves familiar with, and comply with the Learners Rights and Responsibilities Policy.
- 4.3 No user shall interfere or attempt to interfere in any way with information belonging to or material prepared by another user. Similarly no user shall make unauthorised copies of information belonging to another user. The same conventions of privacy should apply to electronically held information as to that held on traditional media such as paper.
- 4.4 Users of services external to Petroc's are expected to abide by any policies, rules and codes of conduct applying to such services. Any breach of such policies, rules and codes of conduct may be regarded as a breach of this IT Security Policy and be dealt with accordingly. This includes social networking sites, blog and wiki services, bookmarking services and

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any other externally hosted services. The use of Petroc’s credentials to gain unauthorised access to the facilities of any other organisation is similarly prohibited.

- 4.5 Unacceptable use of Petroc’s IT Resources may be summarised as:
- the retention or propagation of material that is offensive, obscene or indecent, except in the course of recognised research or teaching that is permitted under UK and international law; propagation will normally be considered to be a much more serious offence
  - intellectual property rights infringement, including copyright, trademark, patent, design and moral rights
  - causing annoyance, inconvenience or needless anxiety to others, as specified in the [JANET Acceptable Use Policy](#)
  - defamation (genuine scholarly criticism is permitted)
  - unsolicited advertising, often referred to as "spamming"
  - sending e-mails that purport to come from an individual other than the person actually sending the message using, e.g. a forged address
  - attempts to break into or damage computer systems or data held thereon
  - actions or inactions which intentionally, or unintentionally, aid the distribution of computer viruses or other malicious software
  - attempts to access or actions intended to facilitate access to computers for which the individual is not authorised
  - using Petroc’s network for unauthenticated access;
  - unauthorised resale of Petroc or JANET services or information.
  - excessive IT use during working hours that significantly interferes with a staff member’s work, or that of other staff or students

- 4.6 These restrictions should be taken to mean, for example, that the following activities will normally be considered to be a breach of this policy (potential exceptions should be discussed with IT Services):
- the downloading, uploading, distribution, or storage of music, video, film, or other material, for which you do not hold a valid licence, or other valid permission from the copyright holder
  - the use of peer-to-peer software and related applications to illegally download and/or share music, video, film, or other material, in contravention of copyright law
  - the publication on external websites of unauthorised recordings, e.g. of lectures
  - the distribution or storage by any means of pirated software
  - connecting an unauthorised device to Petroc’s network, i.e. one that has not been configured to comply with this policy and any other relevant regulations and guidelines relating to security, IT purchasing policy, and acceptable use. This includes network hubs, switches and wireless access points not approved or managed by IT Services
  - circumvention of Network Access Control

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- monitoring or interception of network traffic, without permission
- probing for the security weaknesses of systems by methods such as port-scanning, without permission
- associating any device to network Access Points, including wireless, for which you are not authorised
- non-academic activities which generate heavy network traffic, especially those which interfere with others' legitimate use of IT services or which incur financial costs
- excessive use of resources such as filestore, leading to a denial of service to others, especially when compounded by not responding to requests for action
- frivolous use of Petroc owned computer laboratories, especially where such activities interfere with others' legitimate use of IT services
- opening an unsolicited e-mail attachment, especially if not work or study-related
- the deliberate viewing and/or printing of pornographic images
- the passing on of electronic chain mail
- posting of defamatory comments about staff or students on social networking sites
- the creation of web based content, portraying official Petroc business without express permission or responsibility
- the use of Petroc business mailing lists for non-academic purposes;
- the use of CDs, DVDs, and other storage devices for copying unlicensed copyright software, music, etc
- the copying of other people's web site, or other, material without the express permission of the copyright holder
- [Plagiarism](#), i.e. the intentional use of other people's material without attribution

4.7 It should be noted that individuals may be held responsible for the retention of attachment material that they have received, via e-mail that they have read. Similarly, opening an attachment, received via unsolicited e-mail, especially if clearly unrelated to work or study, which leads to widespread virus infection, may result in disciplinary action being taken. Disciplinary action may also be taken if casual or non-work related activity results in significant problems being caused for I.T. systems or services, arising for example from browsing non-work-related websites or the downloading of software containing malicious content.

4.8 Acceptable uses may include:

- personal e-mail and recreational use of Internet services, as long as these are in keeping with the framework defined in this policy document and do not interfere with one's duties, studies or the work of others
- advertising via electronic notice boards, intended for this purpose, or via other of Petroc's approved mechanisms

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4.9 However such use must not be regarded as an absolute right and may be withdrawn if abused or if the user is subject to a disciplinary procedure.

## **5. Disciplinary**

5.1 Staff who break this Acceptable Use Policy will find themselves subject to the Petroc staff Disciplinary Policy and procedures. The Director for Resources, as well as an individual's Senior Manager, may take such disciplinary action.

5.2 Students who break this Acceptable Use Policy will find themselves subject to the Petroc Learner Rights and Responsibilities Policy and procedures. The Vice Principal Quality, Curriculum and Learners may take such disciplinary action.

5.3 Individuals may also be subject to criminal proceedings. Petroc reserves its right to take legal action against individuals who cause it to be involved in legal proceedings as a result of their violation of licensing agreements and/or other contraventions of this policy.

## **6. Monitoring and Review**

6.1 The Vice Principal Finance and Resources and Head of IT are responsible overall for the implementation of the Policy.

6.2 As a general rule the Policy will be reviewed every two years. However, Petroc reserves the right to amend the policy at its discretion and in accordance with the relevant legal regulations/laws.

6.3 The policy will be approved and monitored through SMT meetings.

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