

GISP2. Conditions of Computer Use

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Quality Assurance:	Information Strategy and Services Committee (ISSC)

Version control

Revision	Date	Revision Description
1.0	8/11/12	Approved by ISSC
1.1	5/10/17	Reviewed and updated
2.0	20/10/17	Approved by ISSC

Policy

Security Control	The Conditions of Computer Use define the policies and guidelines that all individuals must comply with when using University computing and network facilities.
Objective	<ul style="list-style-type: none"> To encourage responsible behaviour and good practice by individuals when using computing facilities and network and telecommunication systems. To ensure that the University is compliant with the requirements of the Joint Academic Network (Janet) Acceptable Use Policy. To ensure the University is compliant with all government legislation in relation to information technology, computing and telecommunications.
Policy	<p>2.1. All users of University computing and network facilities must be aware of and abide by the Conditions of Computer Use which are available on the University website at https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/it-regulations-and-policies/usage-policies</p> <p>2.2. Breaches of the Conditions of Computer Use by a member of the University will be treated as a disciplinary matter.</p> <p>2.3. A nominated person is responsible for preparing guidelines to ensure that all staff and students are aware of the key aspects of computer misuse legislation (or its equivalent), in so far as these requirements impact on their duties.</p>
Responsibility	<ul style="list-style-type: none"> All those who use University computing facilities have a personal responsibility to be aware of and comply with the requirements of the Conditions of Computer Use. Departments should ensure that the Conditions of Computer Use are brought to the attention of all users that they are responsible for. ITCS are responsible for reviewing the Conditions of Computer Use on an annual basis.

	<ul style="list-style-type: none"> ITCS will ensure that all staff and students are reminded of their responsibilities under the Conditions of Computer Use on an annual basis.
Incident Management	<p>Any suspected breaches of the Conditions of Computer Use should be reported to the IT Service Desk or, if of a sensitive nature, reported to Assistant Director Strategy, Policy and Compliance, or in their absence the Director of IT.</p> <p>If appropriate, they will initiate any investigation and will inform and engage with the Human Resources Division, Student Support Services and/or Head of Department as appropriate. All information received will be treated in a confidential manner, only involving other individuals where strictly necessary to any investigation.</p> <p>A form is available on the University's website for reporting misuse: https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/it-regulations-and-policies/report-computer-misuse</p>