



THE UNIVERSITY OF THE WEST INDIES

The University of the West Indies Acceptable Use Policy – Information & Communication Technology

1. Introduction

The University of the West Indies [hereinafter called the “UWI”] provides, operates and maintains its IT resources to support its instructional, research, and administrative activities. Users of the University’s IT resources have access to valuable University resources, sensitive data and external networks. Consequently, it is important for all users to behave in a responsible, ethical and legal manner.

In general, acceptable use means accountable, rational and creditable exercise of a freedom to use, respecting the rights of other computer users, the integrity of the University’s Information and Communication Technology (ICT) resources and all pertinent license and contractual agreements. This policy defines what constitutes acceptable use of the ICT resources of the UWI.

1.1 Scope

This policy covers all aspects of the ICT resources of the University of the West Indies located on any Campus or in any location from whence the UWI operates. The policy is binding on all users of the UWI’s ICT resources, be they staff, students or otherwise.

1.2 University Information & Communication Technology Resources

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

- Hardware
- Software

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Attachment A

- 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 computers and information systems is conditional and must be treated as such by all users of these systems.

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
- Financial and other enterprise applications
- The University WAN
- Electronic mail
- Internet and Intranet Web servers
- Public computing facilities
- Wireless network systems
- Student data

1.3 Purpose of the University IT Resources

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.

2. 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.

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 IT resource information or data, without proper authorisation, or in a manner inconsistent with the authorisation.
- Using the University IT 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 IT resources for any purpose which the University deems obscene or offensive.

3. Penalties for Unacceptable Use

The University views unacceptable use of its IT resources as a very serious offence. The Competent Authority may restrict or prohibit the use of the UWI's Information & Communication Systems in response to complaints and presentment of evidence of violations of policy or national law. In any event, violations of this policy shall be treated in accordance with:

- The Statutes and Ordinances of the University
- The University's regulations for students
- The University's Information Security Policy
- Any governing contractual arrangements
- The national laws and statutes

4. Acceptable Personal Use

University information systems are to be used solely for University-related business. 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 an employee's performance of duties. Users must first seek such permission from their department heads or the Competent University Authority before engaging in personal use of the university's ICT system.

User Acceptance of Information Security Responsibility

All users of the ICT resources of the University of the West Indies are required to sign this document and thereby commit to abide by its provisions. This document covers the IT resources of the University of the West Indies, which include, but are not limited to:

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

I understand that the University of the West Indies 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 University'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 to determine compliance with University, Campus or other information security requirements.

I will comply with the UWI's Acceptable Use Policy and the controls specified by the Competent Authority for UWI ICT resources. I 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 IT resources from unauthorised use, modification, destruction or disclosure, whether accidental or intentional. I will report any suspected breach of this Acceptable Use Policy to the Competent Authority. 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:

Attachment A

Office/Faculty:	Department:
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