



THE UNIVERSITY OF THE WEST INDIES

Acceptable Use Policy Information & Communication Technologies (ICT)

Version 2.0

**Approved by University Finance and General Purposes Committee (UF&GPC)
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1. INTRODUCTION

The University of the West Indies (UWI) is an institution dedicated to education, scholarship and the pursuit of knowledge. The University's Information and Communication Technologies (ICT) are provided, operated and maintained for the use of members of the University community such as staff, students, visiting scholars, and visitors. The use of UWI's ICT resources should accord with the stated goals of the University in furtherance of teaching, learning, research and outreach.

In general, acceptable use means an accountable, rational and appropriate exercise of a freedom to use ICT resources, while respecting the rights of other users, the integrity of the resources and all pertinent license and contractual agreements.

1.1 PURPOSE

This policy defines what constitutes acceptable use of the UWI's ICT. The rules outlined in this policy are meant to protect members of the UWI community and UWI from the ill effects, including information security breaches and legal issues that might arise from the inappropriate use of ICT resources.

1.2 SCOPE

UWI ICT resources include all UWI owned, licensed, or managed hardware and software, the use of the UWI network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. A UWI network is any network, fully-owned or leased, that is managed, either directly or indirectly through sub-contract, by UWI ICT staff.

This policy covers all UWI ICT resources irrespective of their location. This policy is binding on all users of UWI's ICT resources. Individuals covered by the policy include, but are not limited to, UWI staff and visiting faculty, students, alumni, guests or agents of the administration, external individuals and organizations accessing network services via UWI's ICT resources.

1.2.1 INDIVIDUALS' RIGHTS AND RESPONSIBILITIES

All members of the University community, including visitors, have been provided with access to scholarly and/or work-related resources, to certain computer systems, servers, software and databases, to the University telephone and voice mail systems, and to the Internet. The University, through this policy, attempts to protect the rights of members of the University community, including visitors, to, at a minimum, unobstructed use of these resources. A certain degree of privacy (which may vary depending on whether the individual is a University employee or a student), and of protection from abuse and intrusion by others sharing these resources is guaranteed.

In turn, members of the University community, including visitors, are responsible for knowing the regulations and policies of the University that apply to appropriate use of the University's ICT resources. Members of the University community, including visitors, are responsible for exercising good judgment in the use of the University's ICT resources. The fact that an action is technically possible does not make its performance appropriate or acceptable.

Members of the University community, including visitors, are expected to respect the University's good name in their electronic dealings with those inside and outside the University.

1.3 AUTHORITY

The Office of the University CIO, in conjunction with the University-wide IT group, has the authority to draft University-wide ICT policies. These policies are then ratified as outlined by respective organs at the campus and University levels.

1.4 REVIEW

This Policy is scheduled for review by January 2017 or no later than 24 months after it has been accepted for promulgation by the relevant University committee.

2.0 POLICY STATEMENTS

2.1 APPLICABLE LAWS

All members of the University community, including visitors, shall adhere to the applicable national or international laws, within their jurisdiction, concerning the use or misuse of ICT resources and the internet.

2.2 COMPLIANCE WITH OTHER UNIVERSITY POLICIES

The protection of information assets shall also conform to the following UWI policies:

- a. Policy on Intellectual Property (1998);
- b. Policy on Release of Information about Students (1997);
- c. Revised Procedures for Handling Confidential and Highly Restricted Documents (2013);
- d. Statement of Principles/Code of Ethics for Academic and Senior Administrative Staff (1998);
- e. The Information Security Policy (2014);
- f. The Code of Principles and Responsibilities for Students (2001);
- g. The University Archives and Records Management Policy (2012).

2.4 ACCEPTABLE USE

- UWI ICT resources are to be used for University-related business, inclusive of teaching and learning. However, the use of ICT resources for personal reasons may be permitted if such use conforms to the University regulations, do not interfere with University operations, and do not degrade UWI's goodwill.
- Users may use only the computers, computer accounts, and computer files for which they have authorization.
- Users shall comply with the policies and guidelines for any specific set of resources to which access has been granted. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

2.4 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 UWI, 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.
- Users may not use another individual's account, or attempt to capture or guess other users' passwords. [Information Security Policy]
- Users are individually responsible for appropriate use of all resources assigned to them, including the computer, the network address or port, software and hardware.
- UWI is bound by its contractual and license agreements concerning certain third party resources; users are expected to comply with all such agreements when using such resources.
- Users should make a reasonable effort to protect their passwords and to secure ICT resources against unauthorized use or access.
- Users who are non-ICT professionals should not attempt to access restricted portions of the network, operating systems, security software or other administrative applications without appropriate authorization from the system owner or administrator.
- Users shall not use UWI's ICT resources to execute programs, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- When using UWI ICT resources, users who are not designated ICT professionals shall not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.).
- Users shall not intentionally circumvent or compromise the security controls or integrity of the UWI ICT resources or any other computer or communication network resource connected to it.
- Users shall not intentionally deny access to or interfering with any network resources, including spamming, jamming and crashing any computer.
- Users shall not use or access any UWI ICT resource, information or data, without proper authorisation, or in a manner inconsistent with the authorisation.
- Users shall not use UWI 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.
- Users shall not conduct commercial activity not duly approved in writing by the University.
- Users shall not use UWI ICT resources to misrepresent or impersonate someone else.

3. PENALTIES FOR UNACCEPTABLE USE

Staff, students and visiting scholars found to be in violation of the Acceptable Use Policy will be subject to disciplinary action, including the restriction and possible loss of computing privileges. Violations will be dealt with using the provisions of existing disciplinary policies and may include suspension or termination from the University. Other users may be subject to legal action from the University. Individuals who breach the Acceptable Use Policy are also subject to the local laws governing interactions that occur on the Internet and those between individuals.

The above penalties are subject to change as University Statutes, Ordinances, Regulations and Policies as well as local laws change. Access to UWI ICT resources is conditional on the observance of this policy.

4. LOCALISED POLICIES

Notwithstanding the broad elements of this policy, campus units may establish or seek to establish complementary policies, standards, guidelines or procedures that refine or extend the provisions of this policy and to meet local needs. All such extensions shall comply with University Regulations, Ordinances and national laws.

5. RIGHT TO MONITOR ICT SYSTEMS

Notwithstanding the UWI's acknowledgement of an inherent right to privacy by users of the University-provided ICT systems, the University reserves the right to monitor, audit and interdict all data traversing its networks or stored on its systems in furtherance of its duty to secure and retain the confidentiality and integrity of its data and information resources.

6. STATEMENT OF LIABILITY

The University of the West Indies (UWI) shall not be liable for any errors, omissions, loss or damage claimed or incurred due to any use of any University ICT resource that does not comply with this Policy or the policies cited herein.

7. USER ACCEPTANCE

All users of UWI's information and communication technologies are required to sign this document, or otherwise signify acceptance of this Policy, and thereby commit to abide by its provisions. Those who log in to UWI's data network, by entering the username and password provided by the Campus IT services at one of the four UWI campuses, signifies acceptance of this Policy.

7.1 USER ACCEPTANCE STATEMENT SIGNING SHEET

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

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

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 UWI's Acceptable Use Policy, which will be freely available to the UWI 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 UWI's Acceptable Use Policy and agree to be bound by the terms and conditions herein.

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