



**ATHLONE INSTITUTE OF TECHNOLOGY**

# **IT Acceptable Usage Student Policy**

Version 1.0

## DOCUMENT CONTROL AND VERSION HISTORY

### Document Location

<http://aitintranet.ait.ie/csd/procedures.shtml>

### Revision History

Version Number	Revision Date	Summary of Changes	Changes marked
V0.1	08/04/2011	Initial Draft drawn up by Eimear O' Flaherty, Deloitte.	
V1.0	July 2011	Approval by Governing Body	

### Approvals

This document requires following approvals

Name	Title	Date
Peter McAleer	IT Manager	08/04/2011
Governing Body		July 2011

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## 1. PURPOSE

The purpose of this policy is to indicate the requirement for responsible and appropriate use by students of Athlone Institute of Technology (AIT) Information Technology (IT) resources.

AIT provides resources to students to assist them in their studies. It is envisaged that these resources would be used for educational and research purposes and AIT seeks to promote and facilitate the proper and extensive use of these computing/IT resources in the interests of learning and research.

This policy should be read in conjunction with

- The HEANET Acceptable Use Policy published by HEANET available at <http://www.heanet.ie/about/aup>

## 2. TERMINOLOGY

- “AIT Resources”(also referred to as “Resources” in this policy) includes but is not limited to:
  - Workstations including desktop machines and laptops
  - Servers
  - Software systems and applications
  - Network media such as routers and wireless routers
  - Network connectivity (AIT Student Network)
  - All other media and peripheral devices provided by AIT
- “Student” refers to all full-time and part-time undergraduate and postgraduates students or any other persons with an AIT student network domain account.
- “Access” includes access from within AIT and also remote access from outside the AIT network perimeter

## 3. SCOPE

This Acceptable Use Policy covers the acceptable use by AIT Student of AIT Resources.

It applies to all computing and networking facilities provided by any department or section of the Institute. It should be interpreted such that it has the widest application, in particular references to Computing Services should, where appropriate, be taken to include departmental heads responsible for the provision of a computing service.

## 4. ACCEPTABLE USAGE POLICY

Please Note: Students are responsible for their user account and password. Student IDs and passwords should never be written down or shared with others.

No student shall jeopardise the integrity, performance or reliability of AIT Resources. Reasonable care should be taken to ensure that resource use does not reduce the level of integrity, performance or reliability of AIT Resources, or result in a denial of service to others.

No student shall interfere or attempt to interfere in any way with information belonging to or material prepared by another student or staff member. Similarly no student shall make unauthorised copies of information belonging to another student or staff member. The same conventions of privacy should apply to electronically held information as to that held on traditional media such as paper.

**General acceptable usage rules for all systems including email and internet facilities:**

- Respect the legal protections to data and software provided by copyright and licenses.
- Do not load unauthorised and/or unlicensed software onto AIT Resources
- Do not use AIT IT Resources to inappropriately obtain, store and/or distribute copyrighted material.
- Do not use AIT IT Resources to infringe intellectual property rights including trademark, patent, design and/or moral rights.
- Do not obtain/download, store and/or distribute text or images which contain any materials prohibited by law, or material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- Do not forward electronic mail messages to others, particularly newsgroups or mailing lists, without the permission of the originator.
- Do not (without prior notification to CSD) forward electronic mail messages with attachments to large student or staff mail distribution lists.
- Do not use AIT's computers to make unauthorised entry into any other computer or network.
- Do not participate in unauthorised activity which results in heavy network traffic and thereby interrupts the legitimate use by others of AIT resources.
- Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime under the Computer Misuse legislation<sup>1</sup>.
- Do not use AIT resources to participant in unsolicited Advertising (“spamming”)
- Notwithstanding the acceptance of a limited amount of personal use, do not use AIT resources for ongoing and continuous social networking
- Do not represent yourself as another person.
- Do not use IT resources to obtain, store and/or transmit confidential AIT information without appropriate authorisation
- Do not remove any copyright, trademark or other proprietary rights notices contained in or on the email message

In order to protect the interest of staff, students and the Institute, system based controls have been implemented to prevent inappropriate usage. It is expressly forbidden under this policy to intentionally attempt to circumvent these controls.

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<sup>1</sup> Most computer crime related offences can be found in section 5 of the Criminal Damage Act, 1991 and Section 9 of the Criminal Justice (Theft and Fraud) Offences Act, 2001. The Council of Europe Convention on Cybercrime, which entered into force in July 2004, also provides guidelines for governments wishing to develop legislation against cybercrime.

Please note the following:

- All electronic mail coming into or leaving AIT is scanned for viruses.
- Images embedded in or attached to electronic mail are also scanned to assess their compliance with the AIT acceptable use policy
- Delivery or receipt of email to external organizations cannot be guaranteed by AIT to the nature of email and the internet.
- During class delivery, lectures have the ability to limit web and usb flash drive access as well as monitor and record student activity in the computer laboratory. This is required:
  - To aid effective teaching in the Computer Laboratory environment.
  - To minimise student distraction in the Computer Laboratory environment.
  - To monitor adherence to AIT acceptable usage policy.
- All system activity including Internet and email activity is monitored and logged for the following reasons:
  - Monitoring system performance
  - Monitoring unauthorised access attempts
  - Monitoring the impact of system changes and checking for any unauthorised changes
  - Monitoring adherence to the acceptable usage rules outlined in this policy
- Monitoring can be ongoing, proactive and/or periodic. AIT reserve the right to review all AIT resources and the data contained within. All monitoring by the Institute will be proportionate so as to protect the resources of the Institute and to reduce the risk of reputational and/or legal issues, while taking into account the legitimate privacy and interests of staff.

A limited amount of personal usage of AIT resources is acceptable **provided** it:

- Does not consume more than a trivial amount of resources,
- Does not interfere with operations/ productivity,
- Is not for private commercial gain,
- Does not preclude others with genuine AIT related needs from accessing the facilities,
- Does not involve inappropriate behaviour as outlined above, and
- Does not involve any illegal or unethical activities.

## **5. POLICY VIOLATION**

Contravention of the above policy will lead to the removal of AIT resource privileges and can lead to disciplinary action in accordance with the AIT's student disciplinary procedures.