Code of Practice for the Acceptable Use of Computer and IT Facilities within the Liverpool School of Tropical Medicine

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Comments:			

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General Principles

In their use of Computer & IT facilities, LSTM staff must comply with:

- UK legislation;
- LSTM policies and regulations;
- University of Liverpool computing policies and regulations;
- JANET Acceptable Use Policy;

And must:

- Show consideration for the impact their use may have on other users.

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1   Abbreviations

- CSD – (University of Liverpool's) Computing Services Division
- MWS – Managed Windows Service of the University of Liverpool
- TMCS – Tropical Medicine Computing Services

2   Introduction and Purpose

2.1   LSTM's main network services are currently provided by the University of Liverpool. Users are therefore, bound by their regulations and policies on use. These will not be repeated here in their entirety; users are asked to read them via the Computer Services Division website: http://www.liv.ac.uk/csd/regulations/

2.2   If any user's activities involve the use of facilities outside the University/LSTM then you must also observe the JANET terms and conditions.

2.3   You are also reminded that by logging onto the Managed Windows Service you are accepting these policies.

2.4   The purpose of the policy is to give guidance to staff, students and others such as contractors in what is or is not acceptable in the use of the data network and associated facilities.

3   Applicable Legislation

3.1   English Laws which may be applicable to the usage of computer networks and associated services ar listed on the University's web site in the Regulations (URL above). These include:

- Data Protection Act 1998
- Human Rights Act 1998
- Regulation of Investigatory Powers Act (RIP) 2000
- The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000
- Copyright, Designs & Patents Act 1988
- Copyright (Computer Programs) Regulations 1992
- Computer Misuse Act 1990
- Criminal Justice & Public Order Act, 1994 amending the Obscene Publications Act 1956,
- Telecommunications Act 1984
- The Terrorism Act 2000
- The Anti-Terrorism, Crime and Security Act 2001
- Official Secrets Acts 1911-1989

4   Use of the University of Liverpool Data Network

4.1   The full Code of Practice for using the Data Network at the University of Liverpool can be found at: http://www.liv.ac.uk/csd/regulations/codenetwork.pdf

4.2   Use of the data network is subject to the JANET Acceptable User policy: http://www.ja.net/company/policies/aup.html

4.3   Some examples of activities considered unacceptable include:

4.3.1   Creation or transmission, or causing the transmission, of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;

4.3.2   Creation or transmission of material with the intent to cause annoyance, inconvenience or needless anxiety;

4.3.3   The creation or transmission of defamatory material;

4.3.4   The creation or transmission of material that infringes the copyright of another person

4.3.5   Other misuse of JANET or networked resources, such as the introduction of "viruses" or other harmful software via JANET.

5   Use of the internet

5.1   Aspects of internet usage are covered in section 4 above "Use of the University of Liverpool Data Network".

6   Use of e-mail

6.1   LSTM has a Code of Practice for the Acceptable Use of E-mail Facilities by Staff at the Liverpool School of Tropical Medicine which is available on the staff intranet.

6.2   The full University policy on use of e-mail is available at: http://www.liv.ac.uk/csd/regulations/codeemail.pdf

6.3   Particular attention is drawn to the following. It is prohibited to use the University's resources and facilities to transmit:

6.3.1   commercial material unrelated to the business of the University, including the transmission of bulk e-mail advertising (spamming);

6.3.2   bulk non-commercial e-mail unrelated to the business of the University which is likely to cause offence or inconvenience to those receiving it. This includes the use of e-mail list processors, where the e-mail sent is unrelated to the stated purpose for which the relevant e-mail list processor is to be used (spamming);

6.3.3   unsolicited e-mail messages requesting others to continue forwarding such e-mail messages to others, where those e-mail messages have no educational or informational purpose (chain e-mails);

6.3.4   e-mail messages which purport to come from an individual other than the user actually sending the message, or with forged addresses (spoofing);

6.3.5   material which is sexist, racist, homophobic, xenophobic, pornographic, paedophilic or similarly discriminatory and/or offensive;

6.3.6   material that advocates or condones, directly or indirectly, criminal activity, or which may otherwise damage the University's reputation;

6.3.7   text or images to which a third party holds an intellectual property right, without the express written permission of the rightholder;

6.3.8   material that is defamatory, libellous , harassing or threatening;

6.3.9   material that could be used in order to breach computer security, or to facilitate unauthorised entry into computer systems;

6.3.10   material that is likely to prejudice or seriously impede the course of justice in UK criminal or civil proceedings;

6.3.11   material containing personal data (as defined by the Data Protection Act 1998) about third parties, unless their permission has been given explicitly, in the case of sensitive personal data, that data is adequately protected and this use of the data has been formally notified to the Information Commissioner by the University, or the information is covered by a relevant exemption under the Act;

6.3.12   items of electronic mail that by intent or otherwise harass the recipient.

6.4   In line with the University policy, it is noted that the prime purpose of the LSTM computing facilities are for the conduct of LSTM business, however, some occasional use of e-mail facilities for personal use is permitted as long as "...such does not disrupt or distract the individual from the conduct of [LSTM or] University business or restrict the use of those facilities to other legitimate users".

6.5   If you require advice on spamming issues then please also refer to the above University web pages.

7   Security of LSTM data

7.1   LSTM takes the matter of data security very seriously and more detailed advice can be found in the "Removable Media Acceptable Use Policy" and on the staff intranet pages for Library & Computing: back-up and Data security pages. The key point to note is that all staff are the effective custodians for LSTM intellectual property (IP) in the form of reports, data and other documents. It is, therefore, imperative that you take best care of these by saving them to a backed up facility. Normally, this would be your University M:/ drive. In certain instances e.g. when travelling this may not be possible and there is now other software available called Crashplan Pro available to assist you in these circumstances. Information on your M:/ drive allocation is available at: http://www.liv.ac.uk/csd/filestore/index.htm. For details of the LSTM departmental filestore available please contact the LSTM Help Desk.

8   Associated Web sites

8.1   Staff are encouraged to discuss planned websites with the Information Services Coordinator, Julia Martin (ext. 3191) as early as possible during the grant application process. Facilities are available to host websites at LSTM and appropriate charges will be made. A "New website guide" is available via the LSTM staff intranet.

9   Electronic Publishing

9.1   Anyone who has access to the University network, and hence to the internet, is in a position to "publish" material. This could take the form of sending an e-mail to a mailing list. As this can be identified as coming from the University network, the University and LSTM, as well as the individual may be responsible for any for the content of the publication. The full policy is available at:
http://www.liv.ac.uk/csd/regulations/codes/codeepublishing.htm

9.2   Staff are advised to ensure that nothing published should contravene statutory legislation, LSTM/University/JANET acceptable use policies.

9.3   Anyone publishing an item has "editorial responsibility"; issues such as when an opinion is that of the individual and not LSTM's should be clearly expresse.

9.4   Attention is drawn to the need to comply with the Copyright, Design and Patents Act 1988.

9.5   Details of the full policy can be found at:
http://www.liv.ac.uk/csd/regulations/codes/codeepublishing.htm

10   Use of Wireless Networking Facilities

10.1   Wireless networking is now provided across most of LSTM via eduroam: http://wireless.liv.ac.uk/. If you have any issues with obtaining access to this, please contact the TMCS Help Desk via the normal intranet link: http://pcwww.liv.ac.uk/lstmintranet/help/index.htm.

10.2   It is prohibited to attach private wireless networks to the main University network, and hence to JANET and the internet and these will be removed by TMCS staff if identified.

10.3   GuestNet accounts for visitors are available from TMCS, and are valid for one week.

11   Use of Licensed Software

11.1   All software installed on LSTM / University hardware and infrastructure must be legally compliant. The full LSTM policy is available at: http://pcwww.liv.ac.uk/lstmintranet/library_computing/policies/index.htm