

Regulations for the use of Information Technology

Introduction

These regulations define University's policy of acceptable use for Information Technology IT

Purpose

The aim of these regulations is to help ensure that the University of Sussex's IT facilities can be used safely, lawfully and equitably.

The issues covered by these regulations are complex and you are strongly urged to read the accompanying guidance document, available at

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Scope

These regulations apply to anyone using the IT facilities (hardware, software, data, network access, third party services, online services or *IT credentials*) provided or arranged by the University of Sussex.

Breach of any applicable law or third party regulation will be regarded as a breach of these IT regulations.

Authority

These regulations are issued under the authority of the Information Services Committee, which has delegated responsibility for their interpretation and enforcement to the Director of IT Services, who may also delegate such authority to other people.

You must not use the IT facilities without the permission of the Director of IT Services.

You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations. If you feel that any such instructions are unreasonable or are not in support of these regulations, you may appeal to the Director of IT Services or use the complaints procedures available at [\(22/ 4 4 4 1311%5 !# 3* . '1 #. , /+!\)-21! / /%!+1](#)

Intended use

The IT facilities are provided for use in furtherance of the mission of the University of Sussex, for example to support a course of study, research or in connection with your employment by the institution.

- Damaging, reconfiguring or moving equipment;
- Loading software on the University of Sussex's equipment other than in approved circumstances;
- Reconfiguring or connecting equipment to the network other than by approved methods;
- Setting up servers or services on the network;
- Deliberately or recklessly introducing malware;
- Attempting to disrupt or circumvent IT security measures.

Information

If you handle personal, confidential or sensitive information, you must take all reasonable steps to safeguard it and must observe the University of Sussex's Data Protection and Information Security policies and guidance,

Monitoring

The University of Sussex respects the privacy and academic freedom of staff and students.

The University of Sussex monitors and records the use of its IT facilities for the purposes of:

- The effective and efficient planning and operation of the IT facilities;
- Detection and prevention of infringement of these regulations;
- Investigation of alleged misconduct;
- For certain other prescribed reasons laid out the University's Institutional Access Policy, available at <https://www.sussex.ac.uk/webteam/gateway/file.php?name=isp10-institutional-access-policy.pdf&site=370>

The University of Sussex will comply with lawful requests for information from government and law enforcement agencies.

You must not attempt to monitor the use of the IT facilities without explicit authority.

Infringement

Infringing these regulations may result in sanctions under the institution's disciplinary processes for [students](#) and for [staff](#). Penalties may include withdrawal of services and/or fines. Offending material will be taken down.

Information about infringement may be passed to appropriate law enforcement agencies, and any other organisations whose regulations you have breached.

The University of Sussex reserves the right to recover from you any costs incurred as a result of your infringement.

You must inform:

- your Head of Department or Unit;
- the Director of IT Services; or
- the Chief Operating Officer

if you become aware of any infringement of these regulations.

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