

Homerton College IT Security Policy

(Acceptable Use Policy for networked computers at Homerton College – August 2009)

These guidelines incorporate the following documents, all of which are available from the Computer Service of the University of Cambridge, located on the New Museums site.

- [Authorization for use of the CUDN](http://www.admin.cam.ac.uk/committee/iss/rules/other/network/cudnrules.html) <http://www.admin.cam.ac.uk/committee/iss/rules/other/network/cudnrules.html>
- [Janet Acceptable Use Policy](http://www.ja.net/services/publications/policy/aup.html#acceptable) <http://www.ja.net/services/publications/policy/aup.html#acceptable>
- [Use and Misuse of Computing Facilities](http://www.admin.cam.ac.uk/committee/iss/rules/guidelines.html) <http://www.admin.cam.ac.uk/committee/iss/rules/guidelines.html>

Any points mentioned explicitly in this document are present to clarify the situation with respect to the facilities at Homerton and are mentioned to draw the readers' attention to them.

The Network is taken to mean all parts of the network infrastructure, including the terminal, wiring and active network equipment whether wired or Wireless. This includes but is not limited to, Homerton College owned PC's and computers on the PWF, and the use of ResNet.

Misuse of the Network

The network shall not be used for:

- Transmission or deliberate reception of defamatory material
- Transmission of unsolicited advertising material (also note that no part of JANET may be used for commercial purposes) without written permission from the Joint Information Systems Committee - JISC
- Transmission or deliberate reception of racist, sexist, pornographic or generally offensive material except in specific cases relating to research.
- Any action which jeopardises the integrity of the network or any other users data
- Financial gain or for any illegal purpose
- Transmission or deliberate reception that infringes another person's copyright (this applies to the vast majority of digital music and video files).
- You may not operate any type of server based, non-listed or illicit versions of any services or software over the network without the express permission of a College Computer Officer.
- You may not operate games which require internet access such as, but not limited to Steam and World of Warcraft.

The college will list services and applications that it will allow over the college network.

Filtering Lists

Homerton College subscribes to Internet filtering lists in order to aid the prevention of network misuse. The lists are categorised by an external company and updated on a regular basis. The filter lists are not exhaustive and should be used as a guide to the type of content that is not permitted.

Passwords

You **MUST** change your password from the random password issued to you. Any account found to be using the default password after 14 days of issue will be disabled and a new password must be obtained

Do not let anyone else use your account or know your password - if you suspect that another person does know your password then change it immediately. You will be responsible for any harm caused by an intruder using your account.

Misc.

For systems owned by the college, no data shall be stored on the local hard drive of any machine which is networked. All files must be stored on the fileserver. The College will accept no responsibility for loss, damage on unauthorized access of data located on a local hard drive and the individual will be responsible for any breach of security resulting from such storage. Any user copying material obtained via the network, either for his/her own personal use or for redistribution is responsible for ensuring that all appropriate copyright laws are adhered to. Machines are not to be removed from the College except on a temporary basis for which written permission must first be obtained from the Computer Officer.

Users are not to interfere with the virus protection software installed on machines.

Users are not permitted to install software onto college owned machines.

These rules will be reviewed on an annual basis, the current copy can be found at the I.T. Department Workshop or the link below:

<http://www.homerton.cam.ac.uk/itdept/aup.pdf>

I have read the above and accept compliance with the IT Security Policy and am aware that the college will seek disciplinary action if the terms are breached.

Signed _____

Date _____

Name (print) _____

Starting date _____

CRSID _____

Finishing date * _____

Course / Position _____

* Students and short term contract staff only

Signed copy to be filed with Homerton College I.T. Department before commencing network operations.