

ICT ACCEPTABLE USE POLICY

The purpose of this policy is to outline the acceptable use of computer equipment at Cambridge Tutors' College and is designed to protect the College, employees and students.

The Policy

General Use

1. While CTC network administration will attempt to ensure privacy, users should be aware that the network management cannot guarantee the confidentiality of information stored on any network device.
2. Individual users are responsible for ensuring security of data stored locally on their own computers.
3. For security and network maintenance purposes, authorized individuals within CTC may monitor equipment, systems and network traffic at any time.
4. CTC reserves the right to audit periodically networks and systems to ensure compliance with this policy.

Security and Proprietary Information

1. No confidential information should be stored on the college intranet or internet.
2. Passwords should be kept secure and accounts should not be shared.
3. Users should not leave their workstations logged on while unattended unless a password protected screensaver is installed.
4. Users should use extreme caution when opening e-mail attachments received from unknown senders.

Unacceptable Use

The following activities are strictly prohibited:

1. Installation of any software which is not appropriately licensed for CTC.
2. Copying of copyrighted material for which CTC does not have a licence.
3. Introduction of malicious programs into the network server.
4. Using CTC network to engage in any activity which is contrary to local or international law or inappropriate to an educational establishment.
5. Effecting any security breaches, such as unauthorized use of passwords, or disruption of network communications.
6. Effecting any form of network monitoring that will intercept data not intended for that user.
7. Circumventing user authentication or denying service to any other user.
8. Providing confidential information to parties outside CTC.
9. Sending unsolicited email messages to individuals who did not request such material (email or newsgroup spam).
10. Any form of harassment whether through language, frequency or size of messages.

11. Creating or forwarding “chain letters”, “Ponzi”, or other pyramid schemes.
12. Downloading of files, films, music etc from illegal file sharing sites.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or in the case of students expulsion from the college.