IT Acceptable Use Policy

London Campus

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Contents

1. Purpose

This Acceptable Use Policy is intended to provide a framework for such use of ESCP Business School's I.T. resources. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to.

2. Policy and the Prevent Duty

ESCP Business School also has a statutory duty, under Section 26 of the Counter Terrorism and Security Act 2015, termed "PREVENT". The purpose of this duty is to aid the process of preventing people being drawn into terrorism.

3. Use and scope

Members of ESCP Business School and all other users (staff, students, visitors, contractors and others) of ESCP Business School's facilities are bound by the provisions of its policies in addition to this Acceptable Use Policy.

ESCP Business School seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of teaching and learning, innovation and research to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to students, staff and partners of ESCP Business School.

4. Definition of unacceptable use

a) *ESCP Business School Network may not be used directly or indirectly by a User for the download, creation, manipulation, transmission or storage of*:
 1. any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
 2. unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
 3. unsolicited "nuisance" emails;
 4. material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of ESCP Business School or a third party;
 5. material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
 6. material with the intent to defraud or which is likely to deceive a third party;
 7. material which advocates or promotes any unlawful act;
 8. material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
 9. material that brings ESCP Business School into disrepute.

b) *ESCP Business School Network must not be deliberately used by a User for activities having, or likely to have, any of the following characteristics:*
1. intentionally wasting staff effort or other ESCP Business School resources;
2. corrupting, altering or destroying another User's data without their consent;
3. disrupting the work of other Users or the correct functioning of ESCP Business School Network; or
4. denying access to ESCP Business School Network and its services to other users.
5. pursuance of commercial activities (even if in support of ESCP Business School business), subject to a range of exceptions. Contact IT Services to discuss your commercial need.

c) *Where ESCP Business School Network is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of ESCP Business School Network.*

d) *Users shall not:*
1. Introduce data-interception, password-detecting or similar software or devices to ESCP Business School's Network;
2. seek to gain unauthorised access to restricted areas of ESCP Business School's Network;
3. access or try to access data where the user knows or ought to know that they should have no access;
4. carry out any hacking activities; or
5. intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.

e) *Exemptions from Unacceptable Use*
There are a number of legitimate academic activities that may be carried out using ESCP Business School information systems that could be considered unacceptable use. For example, research involving defamatory, discriminatory or threatening material, the use of images which may depict violence, the study of hate crime, terrorism related material or research into computer intrusion techniques. In such circumstances advice should be sought from ESCP Business School's Legal Office (if potentially illegal material is involved) and/or notification made to the UK Director of Student and Academic Services via the procedure outlined in ESCP Business School's Prevent Policy if the material relates to the promotion of extremism/terrorism prior to the introduction of said material onto ESCP Business School network.

Any potential research involving obscene or indecent material must always be discussed in advance with ESCP Business School's Legal Office.

If a member of ESCP Business School community believes they may have encountered breaches of any of the above, they should make this known to an appropriate ESCP Business School senior manager (such as ESCP Business School

Director, Head of HR, Director of IT Services or Director of Student and Academic Services).

5. Breach of policy

In the event of a breach of this Acceptable Use Policy by a user, the ESCP Business School may in its sole discretion:

a) restrict or terminate a User's right to use ESCP Business School Network;

b) withdraw or remove any material uploaded by that User in contravention of this Policy; or

c) where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith.

In addition, where the User is also a member of ESCP Business School community, the School may take such action, disciplinary or otherwise as it deems appropriate and which is in accordance with its regulations.

6. Glossary

ESCP Business School Network – all computing, telecommunication, and networking facilities provided by ESCP Business School, with particular reference to all computing devices, either personal or ESCP Business School owned, connected to systems and services supplied.