ROYAL COLLEGE OF MUSIC

RCM TECHNOLOGY: ACCEPTABLE USE POLICY

ICTHelp@rcm.ac.uk

Updated & revised by: Technology Administrator. Date: 04/07/2024

Updated & approved by: Technology Manager. Date: 04/07/2024

Contents

Acceptable Use Policy (AUP)

1.1 Overview

This Acceptable Use Policy is a sub-policy of the RCM IT Policy. The College's aim in this Acceptable Use Policy is to reflect the Royal College of Music's established culture of openness, trust and integrity. The AUP is intended to protect the staff, students and the College as a whole from illegal or damaging actions by individuals, either knowingly or unknowingly.

1.2 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment and network access at the RCM. These rules are in place to protect the employees, students and the RCM. Inappropriate use exposes the College to risks including virus attacks, compromise of network systems and services, and legal issues.

1.3 General Use and Ownership

While the RCM Technology aims to provide a reasonable level of privacy, users should be aware that the data they create on the College systems remains the property of the Royal College of Music. Data saved MAY be seen by other RCM users and should not be regarded as personal.

Use of College computing facilities should be for work purposes. Limited personal use of email and the internet is acceptable as long as it does not affect the performance of your job or the performance of other College IT Services. Members of staff and students are responsible for exercising good judgment regarding the reasonableness of personal use.

For security and maintenance purposes, authorised individuals within the Royal College of Music may monitor equipment, systems and network traffic at any time, as per the Auditing & Monitoring Policy. Members of RCM Technology abide by the JANET-CERT Draft Charter for System and Network Administrators, which can be found here: Suggested Charter for System Administrators | Jisc community

The Royal College of Music reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Users must not perform any act, whilst using College computing facilities, which would bring the College into disrepute, or circulate any information of a kind likely to affect the College's reputation. Other than any statutory obligation, the College will not be liable for any loss, damage or inconvenience arising directly or indirectly from the use of, or prevention of use of, any IT facility provided and/or managed by the College.

You are required to abide by the Joint Information Systems Committee (JISC) Acceptable Use Policy (AUP). A copy of the JISC AUP is available to read in the IT Office or on the intranet at the following Acceptable Use Policy | Jisc community, should you require further detail.

1.4 Security and Proprietary Information

Users must not disclose their usernames or passwords to others and must keep them confidential. Users must not share user accounts.

All staff PCs, laptops and workstations should be secured by locking the Workstation (control-alt-delete then "lock workstation" for Windows users) when the system will be unattended. Students cannot lock Workstations and should ensure that they do not leave systems unattended when logged in.
Staff and students must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses or malware. Users must inform the RCM Technology Services immediately they suspect they may have received an infected email.

1.5 Unacceptable Use

The following activities are, in general, prohibited. Staff may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g. IT Services staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances are staff or students at the Royal College of Music authorised to engage in any activity that is illegal under local or international law while utilising the Royal College of Music owned resources.

Under no circumstances should staff or students knowingly or willingly engage in the damaging of any College computer equipment. Damage (or theft) of College computer equipment is a very serious

matter and will result in disciplinary proceedings against the perpetrator/s.

The lists below are by no means exhaustive but attempt to provide a framework for activities that fall into the category of unacceptable use.

1.6 Prohibited System and Network Activities The following activities are strictly prohibited:

- Printing, display, storage or transmission of images, videos or text that could be considered offensive: e.g. material of a pornographic, sexist, racist, libellous, threatening, defamatory, terrorist nature or contrary to the RCM's equal opportunities policy.
- Unauthorised copying, including downloading from the internet, of copyrighted material including, but not limited to, digitisation and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Royal College of Music does not have an active licence is strictly prohibited.
- Playing of network games. This constitutes an inappropriate use of resources.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
- Introduction of malicious programs into the network or server (e.g. viruses, spam, ransomware, malware or other harmful software)
- Using Royal College of Music computing facilities to actively engage in procuring or transmitting material that constitutes sexual or other harassment.
- Making fraudulent offers of products, items, or services originating from any Royal College of Music account.
- Excessive or inappropriate use of RCM network bandwidth.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee or student is not an intended recipient or logging into a server or account that the employee or student is not expressly authorised to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing and forged routing information for malicious purposes.
- Any action that constitutes a Denial-of-Service attack. A Denial-of-Service attack is that which intentionally disrupts, prevents and/or removes access to computing services within the College or any external organisation.
- Port scanning or security scanning is expressly prohibited, except by the RCM Technology Services
- Executing any form of network monitoring, which will intercept data not intended for the employee's host, except by the RCM Technology Services.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, the Royal College of Music staff or students to parties outside the Royal College of Music.
- Users must not interrupt any virus checking activity. All RCM computing facilities have Anti-Virus software constantly monitoring the machine.

- You may not set up web sites on RCM computing facilities; publish pages on external web sites containing information relating to the RCM; enter into agreements on behalf of the RCM via a network or electronic communication system.
- Any action or lack of action which may interfere with security, other people's use, the General Data Protection Regulation (GDPR), serviceability of the network, or bring the College into disrepute or breach of any Act or other activity which may be deemed to constitute misuse of the RCM computing facilities.
- The use of RCM IT facilities to engage in any behaviour which encourages extremism, radicalisation or terrorism, which may be, but not limited to, religious or political in nature; including through use of social media, or illegal access of terrorist materials online, is not permitted. This relates to the RCM's Prevent duties under the Counter Terrorism and Security (CT&S) Act 2015.

1.7 Prohibited Email and Communications Activities

Users should note that email messages form part of the public record and are therefore actionable.

The following activities are strictly prohibited:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
- Any form of harassment via email whether through language, frequency, or size of messages.
- Unauthorised use, or forging, of email header information.
- Misuse of distribution lists, such as: "spamming", modifying user lists without the list owner's consent.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within the Royal College of Music's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the Royal College of Music or connected via the Royal College of Music's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

1.8 Blogs, social networking sites and other internet resources.

Social networking websites, such as Facebook, blogs, and other internet resources are good ways to keep in touch with friends and colleagues. However:
- The College and the Student Union take a very serious view of material that may offend or harass individuals or that might bring the College into disrepute.
- The College will take disciplinary action, including expulsion, against students in such circumstances.
- If you write something libellous, the individual concerned may take legal action against you.
- Make sure you take responsibility and think carefully about what you post to such sites.
- Be cautious as to what information you post on such sites, as it can be.

Freedom of Speech and Academic Freedom

The Royal College of Music supports the principle of freedom of speech and expression within the law. It has regard to the need to ensure that students and staff have freedom to question, test and to put forward new ideas and controversial opinions without placing themselves at risk.

Free speech includes written materials, both physical and digital, and other forms of expression, including social media posts, images, symbols and works of art; it is not limited to the spoken word.

Unlawful speech is not protected, and speech is permitted unless restricted by law.

The College maintains a Code of Practice explaining how we protect and promote Freedom of Speech and Academic Freedom, which can be accessed on our website. It applies to:

- all staff of the College, and individuals and companies undertaking duties on its behalf, including members of the Council;
- all students of the College;
- all live and recorded activities, including events, meetings and all education and research activities, that are held, endorsed, organised, funded or branded by the College, or by individuals, groups or societies using the name of the College, or that use College managed spaces or digital platforms, whether or not they involve an external speaker;
- visitors speaking at, taking part in and attending events in College managed spaces or digital platforms.

Sign User Acceptance Form Below:

User Acceptance Form

I have read and agree to abide by the rules governing the code of conduct on the use of Royal College of Music ICT facilities, as set out by the College's Acceptable Use Policy document (AUP).

I understand this policy applies to all College IT equipment and services. Any violation of this agreement may result in the enacting of the College's disciplinary processes and/or the suspension of my RCM ICT privileges.

This policy applies for the whole duration of your studies or employment at the College or College Hall.

User

Name:

Signature:

Date:

Staff Member

Name:

Signature:

Date: