

Summary of Policy on the Use of IT Facilities

Approved by	Strategic Planning and Resources Group (SPARG)		
Date approved	26/02/2015	Status	Approved
Policy owner	Andrew McCreath	Impact assessed	Yes
Version	Issue 1-0	Date of next review	June 2016

Summary of Policy regarding the use of IT Facilities at RGU

The following is a very brief summary of the main points of the University Policy on the use of IT. You are expected to be familiar with the full policy and associated detailed guidance, which are available at <http://www.rgu.ac.uk/about/planning-and-policy/policies>.

- **Governance**

Abide by the law, and by RGU's regulations and policies, and do observe the regulations of any third parties whose facilities you access.

- **Identity**

Safeguard your IT credentials by using your own identity (username and password) and by ensuring yours is not used by others. Only ever use your own identity and be aware that attempting to obtain or use anyone else's will be in breach of this policy and may be illegal.

- **Infrastructure**

Keep the institution's IT facilities safe for yourself and others by not introducing malware, interfering with hardware or loading unauthorised software.

- **Information**

Safeguard personal data, respect other people's information and don't abuse copyright material. Remember that mobile devices may not be a secure way to handle personal or confidential information.

- **Behaviour**

The way you behave when using IT should be no different to how you would behave under other circumstances. Abusive, inconsiderate or discriminatory behaviour is unacceptable.