Kilkenny and Carlow Education and Training Board

KCETB Technology Acceptable Use Policy

kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach

Kilkenny and Carlow
Education and Training Board

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Purpose

The computing, digital technology, and digital information resources at *KCETB* support the provision of services in the *KCETB.* Usage of these resources is a privilege that is extended to, but not limited to **Employees (both full and part time), Students and learners, Contractors, Interns, Work Placement Participants, Partners and / or consultants,** to be referred to as "Users". As a user of these services and facilities, you have access to valuable organisational resources, to sensitive and critical data, and to internal and external networks. Consequently, it is important for all users to act in a responsible, ethical and legal manner.

In general, acceptable use shall be taken to mean respecting the rights of other digital users, the integrity of physical and digital assets, pertinent license and contractual agreements, and where applicable, maintaining compliance with legal and regulatory requirements.

This document establishes specific requirements for the use of all computing and network resources within *KCETB*.

Scope

This policy applies to all "users" of computing resources owned or managed by *KCETB*. Individuals covered by the policy include (but are not limited to) **Employees (both full and part time), Students and learners, Contractors, Interns, Work Placement Participants, Partners and / or consultants, external individuals and organisations, accessing network services** via *KCETB's* computing facilities.

Computing resources include all *KCETB's* owned, licensed, or managed hardware and software, and use of *KCETB's* network via a physical or wireless connection, regardless of the ownership of the device connected to the network.

This policy applies to technology administered by *KCETB* and is applicable to *KCETB's* owned computers and devices, connected by wire or wireless to the *KCETB's* network, and to computers and devices that connect remotely to the *KCETB's* network services. This also applies to personally owned devices when using *KCETB's* network resources.

KCETB may supplement or modify this policy for users in certain roles. This policy for Technology Acceptable Usage, complements similar **KCETB** policies, such as the Internet Usage policy. A comprehensive list of ICT policies may be located in the ICT Policy Framework.

Your Rights and Responsibilities

As a user of *KCETB's* computing resources you are permitted to use technology and information assets that are required to perform work duties, including access to **certain approved computer systems, servers, software and databases, hosted services, telephony, email and voice mail systems, and to the internet.** You have a reasonable expectation of privacy in relation to matters of a personal nature and of protection from abuse and intrusion by others sharing these resources. *KCETB* reserve the right to monitor all computing devices owned and managed by *KCETB*. *KCETB's* ICT policy framework provides further detail on the type of monitoring that is possible to undertake. Should further clarity be required, contact *KCETB's Director of Organisation Support and Development (OSD)*

In turn, you are responsible for knowing and understanding the policies of the *KCETB* that apply to appropriate use of *KCETB's* computing resources. You are responsible for exercising good judgment in adherence to the statements in this policy regarding the use of the *KCETB's* computing and information resources. Just because an action is capable of being performed, does not mean that it is appropriate or permitted and is subject to appropriate permissions and legalities.

Should further clarification be required, contact your line manager or **KCETB's ICT Services Team.**

Policy

Principles

- You shall use only the computers, computer accounts and computer files for which you have authorisation to access resources needed to perform your stated job function.
- You shall adhere to the statements in this policy to protect your passwords and to secure resources against unauthorised use or access. For further details on passwords, refer to **KCETB's Password Policy**
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, network resources, software and hardware.
- You shall not provide the resources or other forms of assistance to allow any unauthorised person to access *KCETB's* computers, networks or information.
- *KCETB* shall be bound by contractual and licensing agreements with regard to third-party resources. You are expected to comply with all such agreements when using such resources.
- You shall not attempt to access or provide resources to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorisation by the system owner or administrator.
- You shall comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You shall not engage in deliberate activity to degrade the performance of information resources; deprive an authorised user access to *KCETB's* resources; obtain extra resources beyond those allocated; or circumvent *KCETB's* computer security measures.
- You shall not attempt to bypass any security control unless you have been specifically authorised to do so by the *ICT Services Team or KCETB's Director of OSD*.

You shall not store, share, process, analyse or otherwise communicate corporate information, data or files to external parties, using unauthorised mediums, without prior approval from a line manager in conjunction with the ICT Services Team. For further clarification on "Authorised Mediums", contact **KCETB's** ICT Services Team.

- Any security issues discovered will be reported to the head of ICT or their designee for follow-up investigation. Additional reporting requirements can be located within the Compliance section of this policy.

Legal and regulatory compliance

As a user of **KCETB's** computing resources, you are expected to act lawfully in the use of these computer resources at all times and in all locations. All users of **KCETB's** computer resources should ensure that they are fully aware of and understand any of the relevant legislation applicable to IT systems or data, assigned to them in all locations.

As a user of **KCETB's** computing and network resources you shall:

- Not engage in activity through any technology medium that may harass, threaten or abuse others.

- Not intentionally access, create, store or transmit material that **KCETB** may deem to be offensive, indecent or obscene, or which may be illegal.
- Abide by all applicable copyright laws and licenses. **KCETB** may have entered into legal agreements or contracts with providers of software and network resources, which require individuals using them to comply with those agreements.
- Not use, copy or distribute copyrighted works (including but not limited to web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute or otherwise utilise the copyrighted work.

Unacceptable use

- Use of **KCETB's** computing services and facilities for, personal economic gain, political purposes or otherwise in any way that is in violation of **KCETB's** code of conduct.
- Use of **KCETB's** computing services and facilities in a way that is considered offensive, defamatory, obscene or harassing, including, but not limited to, sexual images, jokes and comments, racial or gender-specific slurs, comments, images or jokes, or any other comments, jokes, or images that would be expected to offend someone based on their physical or mental disability, age, religion, marital status, sexual orientation, or political beliefs, or any other category protected by national or international laws.

Privacy and Personal Rights

- All users of **KCETB's** network and computing resources should;
  - Respect the privacy and personal rights of others.
  - Do not access or copy another user's email, data, programs or other files without the written permission of **KCETB's ICT Services Team or Director of OSD.**
  - Be professional and respectful when using computing systems to communicate with others; the use of computing resources to defame, or harass any other person is in violation of **KCETB's** code of ethics and would be subject to the same disciplinary process that is highlighted in the "Compliance" section.

KCETB reserves the right to access and review information transmitted on the **KCETB's** computing resources as appropriate to ensure the security of **KCETB's** information assets. These include investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy or, as may be necessary, to ensure that **KCETB's** is not subject to claims of illegality or misconduct.

Access to files on **KCETB's** equipment or information shall only be approved by specific personnel when there is a valid reason to access those files. Authority to access user files can only come from the **KCETB Directors, Heads of Centres or the Chief Executive** in conjunction with requests and/or approvals from senior members of **KCETB**. The Gardaí, with the appropriate authority / authorisation may request access to files. Such requests should be directed to the appropriate **KCETB director through normal reporting channels.**

Compliance

Individuals found to be in breach of this Technology Acceptable Use Policy, may be subject to disciplinary action, up to and including dismissal. For further information, refer to **KCETB's** disciplinary policy.

For the avoidance of doubt, where questions remain as to what constitutes "appropriate use", contact **KCETB's ICT Services Team** for full clarification.

Related Policies and Links

KCETB Disciplinary Policy
KCETB Data Protection Policy
KCETB Data Retention Policy
KCETB Password Policy

Authority and Ownership

OWNER	TITLE	DATE	SIGNATURE
Enda Curran	IT Administrator	17/01/2020	
Colin Hamilton	IT Administrator	17/01/2020	
AUTHORISED BY	TITLE	DATE	SIGNATURE
Liam Scott	Director of OSD	17/01/2020	

Revision History

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Technology Acceptable Use Policy			

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