

NETWORK PROCEDURE

CODE: P029

Section: ICT
Procedure Owner: ICT Department

ITS NETWORK USE PROCEDURE

1.0 Statement

Information and communication technology (ICT) systems belonging to the ITS are provided for use by students, ITS staff and contractors' staff in support of the vision and corporate objectives of the ITS. Reasonable personal use is also acceptable; however users should be aware that the ITS cannot guarantee privacy of network traffic and might (at its discretion) limit traffic and/or access to websites. All users are responsible for seeing that these technologies are used lawfully, ethically and courteously, in respect of the Institute's Rules and Regulations, policies and the Laws of Malta.

2.0 Responsibilities

2.1 The ITS is responsible for securing its facilities to a reasonable and economically feasible degree against unauthorised access and/or abuse. This responsibility includes informing users of expected standards of conduct and the resultant consequences for not adhering to them.

2.2 Users of the network and of ICT systems are responsible for respecting and adhering to Maltese, European and International Laws, the ITS's Internet Service Provider's Acceptable Use Policy, as well as the policies, regulations and Terms and Conditions published by the ITS.

2.3 Information and Communication Technology (ICT) can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, the integrity of the systems and related physical resources.

2.4 It is the policy of the ITS to respect all computer software copyright and adhere to the Terms and Conditions of any licences to which the ITS is a party. The ITS will not condone the use of software that does not have a licence and any user installing software without the proper licences will be dealt with under the terms of the relevant Disciplinary Policy and Procedure.

2.5 The authoritative data source for the creation and deletion of network accounts is the ICT Department. The Department will coordinate with the Registrar's Office (and the SITS system) for student accounts and with the HR Department for staff accounts.

2.6 Only ICT equipment approved by the ICT department will be able to gain access to the ITS network. Such approval might be withheld if the ICT Department, at its discretion, regards the connection of the suggested equipment as posing a threat to the ITS ICT infrastructure, as posing a security risk or where its use or intended use are deemed unacceptable or inappropriate by the ICT Department, at its own discretion.

3.0 General Networking

3.1 The ICT Department will issue unique user IDs for authorised users of ITS Network facilities. At its own discretion the ICT Department will also seek – where possible – to provide/create facilities for Guest User access to a limited set of ICT systems.

3.2 Prior to using their unique User IDs, users shall agree to uphold the terms of this Policy Framework and its constituent parts. In this regard, therefore, upon first usage of ITS systems, users are deemed to have read, understood and agreed all related ITS policies and regulations.

3.3 All ICT systems and accounts remain – at all times – the property of the Institute of Tourism Studies. However, authorised users and guest users are deemed solely responsible for all actions arising from their accounts or linked to their User ID, as well as any consequences derived from such actions. This includes, without being limited to, electronic messaging and its content(s).

3.4 Authorised users are responsible for maintaining the confidentiality of their passwords and the security of their accounts, as well as the security and integrity of all data and systems they come into contact with or are made privy of.

3.5 Any graphics, multimedia programs, instructional material or articles produced wholly or in part using the ITS Systems remain the Copyright and Intellectual property of the ITS.

3.6 The ICT Policy Framework may be amended from time to time as deemed appropriate by the ITS.

4.0 Measures

4.1 Any attempt to violate the provisions of this Policy, regardless of the success or failure of the attempt, will result in disciplinary action. Disciplinary actions may range from a reprimand, exclusion from the system or penalties afforded under ITS Policies. Disciplinary action in relation to staff will be in terms of the ITS disciplinary Policy and Procedure, including summary dismissal where appropriate.

4.2 Any attempt to circumvent Maltese, European or International Law through the use of ITS owned facilities may result in litigation against the offender by the appropriate authorities. If such an event should occur, the ITS will fully comply with authorities to provide any information necessary for the litigation process.

4.3 The ITS reserves the right to monitor use and to withdraw access from any User(s) to all or some of its ICT Systems and other Information and Communication Technology at any time.

5.0 Rights of Appeal

5.1 The decision to exclude a user from ITS Systems will be made by the Chief Executive Officer of the Institute, upon consultation/advice by the IT Department.

5.2 With reference to students, an appeal against the decision should be made using the procedures outlined in the ITS Rules and Regulations.

5.3 Staff should appeal using the procedures outlined in the ITS Collective Agreement/s.