Acceptable Use Policy for External Partners
Information Services

This document applies to any external partner or contractor registered to use IT systems provided by Cranfield University and outlines the acceptable use of these systems.

Introduction

The Janet network provides the University's IT systems to support the university's teaching, learning, research, and administrative functions. Jisc, who manage the Janet network, specify how these services shall be used under their Acceptable Use Policy, details of which can be found at:

https://community.jisc.ac.uk/library/acceptable-use-policy

Use of University services

In summary, the University services should not be used:
- In contravention of legal requirements
- In a manner that causes interference with academic and business activities
- For the creation or transmission of material that infringes the copyright of another person or institution
- To intentionally access, store or transmit material which may be deemed offensive, indecent or obscene
- To send defamatory, offensive, abusive, or threatening messages
- To store classified material that has been designated for secure networks only
- To introduce viruses or other components of malicious software

User actions & responsibilities

To take reasonable measures to satisfy these conditions all users should:
- Take appropriate steps to protect computing equipment from viruses and other forms of malicious software
- Ensure that the computing equipment is running a supported operating system that is regularly updated and patched
- Safeguard their password and change it if they believe it has been compromised
- Employ a PIN/password on any mobile device used to access the information
- Be aware that network traffic may be monitored to aid network troubleshooting and problem resolution
- Report any vulnerabilities or weaknesses found
- Assist in the investigation of any alleged breach of these terms and conditions

All IT Users must read and adhere to the University's IT users' policy - Link

Monitoring & support

It should be noted that the University reserves the right to access all information stored and processed on its IT systems to ensure compliance with Janet network provisioning, University policies and all applicable legislation.

Further information or advice can be obtained by contacting the IT Service Desk – **W:** servicedesk.cranfield.ac.uk; **T:** 01234 754199; **E:** servicedesk@cranfield.ac.uk or the University's Information Security Team – **E:** ITSecurity@cranfield.ac.uk

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