

ITS INFORMATION AND COMMUNICATION TECHNOLOGY **POLICY**

CODE: P020

Section: ICT
Policy Owner: BOG

Last Reviewed: January 2021

ICT POLICY FRAMEWORK

The Framework requires that users:

- a. are aware of the *ITS Information and Communications Technology Policy Framework* including all its constituent parts and accept its terms and conditions;
- b. accept that by using ITS systems they are agreeing to all the Institute's policies, rules and regulations, guidelines and frameworks, and committing to abide by them;
- c. accept that violation, or attempted violation, of their responsibilities as users may lead to their exclusion from the system;
- d. have read and understood this User Agreement and accept full legal responsibility for all actions they commit when using ITS's systems, according to any and all applicable laws;
- e. understand that from time to time the ITS systems and attached equipment may fail unexpectedly while they are using them and they will not hold the ITS responsible for lost time or data; and
- f. accept that the Institute may from time to time alter its end-user agreements and regulations and it is their duty to keep themselves informed and abreast with the latest releases of these documents and their provisions, which will be binding irrespective of a User's knowledge or awareness of them.

ITS COMPUTER SYSTEMS USER AGREEMENT

Any user accessing the Institute's IT infrastructure, either through an ITS corporate device or via their personal or other non-corporate device(s), understands and commits to following these guidelines and other regulations as issued by the institute from time to time.

1.0 General Users

General Users accessing the Institute's IT infrastructure agree that:

- 1.1 any permission granted to them by Institute to access its ICT systems is for single, one-time use and renewed (or denied) every single time they access, as needed and at the discretion of the Institute, even when such renewal is automated and requires no user further input;
- 1.2 they are the sole person authorised to use their User ID upon this being granted to them;
- 1.3 they are solely responsible for all actions taken under their User ID while it is valid;

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1.4 they shall not let others use their User ID and Password, nor shall they inform others of their User ID/Password;

1.5 they shall not divulge access information to ICT systems belonging to the Institute, without prior consent by the Institute;

1.6 they shall not delete, examine, copy or modify files and/or data belonging to other users without those users' prior formal consent;

1.7 they shall not deliberately impede other users through mass consumption of system resources, negligence or malice;

1.8 they shall not take any unauthorised, deliberate action which damages or disrupts an ICT system, alters its normal performance, or causes it to malfunction, regardless of system location or time duration; and

1.9 data stored on the Network can be moved internally by qualified staff in the ICT Department.

2.0 Electronic Mail Users

Users who are granted the use of the Institute's electronic mail system shall:

2.1 be responsible for all electronic mail originating from their User ID;

2.2 not forge, or attempt to forge, electronic mail messages;

2.3 not attempt to read, delete, copy or modify the electronic mail directed to other users without prior consent;

2.4 not send, or attempt to send, harassing, obscene and/or other threatening e-mail to another user of any e-mail service;

2.5 not send 'for-profit' messages, chain letters, spam, malicious emails, or other content that is not in accordance with the Institute's policies;

2.6 not use their ITS email address and facilities for any activities (or to access any systems) which are illegal, illicit or otherwise contradictory to the rules and regulations of the Institute, its policies and the Laws of Malta and the European Union; and

2.7 use their email privileges in ways which do not tarnish the reputations of standing in society of the Institute and its brand, locally and internationally.

Further information regarding the ITS E-Mail and Internet Policy and Procedure which is detailed later in this document.

3.0 Network, Security, Privilege and other System Users

Users who are granted higher privileges of access, access to secure and/or administrative systems, those who are granted use of resources and systems which by definition are over and above the scope of 'general users' shall:

3.1 not use ITS Systems in any attempt to gain unauthorised access to other systems beyond which those they have been granted access to, be these systems local or remote systems;

3.2 not attempt to gain unauthorised access to other non-ITS systems through ITS networks;

3.3 not attempt to decrypt system or user passwords;

3.4 not copy, delete, destroy, forge, misuse, alter, sell or transfer, reveal or in any way use beyond the scope of their work and the rights granted them, any ITS System Files, user files and/or any other data to which they have been granted access to;

3.5 not in any way attempt to 'crash' ITS Systems or programs;

3.6 not attempt to secure a level or privilege on ITS Systems higher than that to which they have been already authorised;

3.7 not load programs or computer software applications onto the ITS Systems or computer hard disks or any other ICT system, without the written authorisation of the ICT Manager;

3.8 not wilfully introduce computer 'viruses' or other disruptive/destructive programs into the ITS Systems or into external networks; and

3.9 not use any non-ITS ICT equipment on the network, that has not been sanctioned or allowed by the ICT Manager or the Institute via its policies (such as BOYD Policies) and regulations.