



THE UNIVERSITY OF TRINIDAD AND TOBAGO

CORPORATE/FISCAL POLICIES

Policy Ref. No. CORP 14

Policy: ACCEPTABLE USE POLICY

ACCEPTABLE USE POLICY



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Date approved: June 18th, 2020**

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POLICY DATA SUMMARY

Policy Name : Acceptable Use Policy
Policy Reference Number: CORP 14
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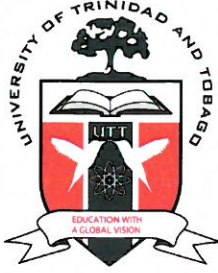
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1. PURPOSE OF THE POLICY

The University of Trinidad and Tobago (UTT or the University) recognises that Information and Communication Technologies (ICT) are invaluable tools in teaching, learning, research and general administration. The purpose of this policy is to define acceptable use of UTT's ICT resources in order to:

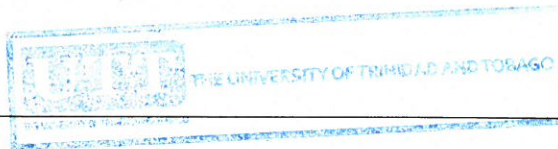
- maintain the confidentiality, integrity and availability of UTT's ICT resources;
- adhere to all pertinent licence and contractual agreements;
- protect the University against legal consequences associated with misuse; and
- ensure proper use of available ICT resources.

This policy applies to all users who utilise UTT's ICT resources regardless of their location, whether accessed on UTT or non-UTT owned devices, including permanent, temporary and contract employees, consultants, guests, students and alumni of UTT, and any other external individuals or organisations accessing UTT's ICT resources.

2. POLICY STATEMENT

UTT provides, operates and maintains its ICT resources to support the instructional, research and administrative activities of its users. These resources are the property of UTT and include all hardware, software, networks, networking or communications equipment, services and facilities, data and information regardless of installed location.

The University advocates for an environment that is characterised by academic freedom, creativity and free sharing of information. This policy will respect this environment and shall impinge upon these characteristics only when necessary to protect the essential interests of the University and its users.



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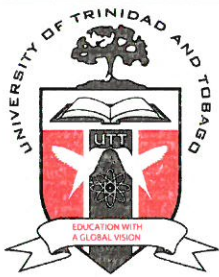
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3. ACCEPTABLE USE

Users shall only utilise ICT Resources to create, access or transmit data or information for which they have been granted authorization consistent with the performance of their activities in support of the mission and vision of the University.

4. UNACCEPTABLE USE

The use of UTT's ICT resources will be considered unacceptable if it:

- a. Compromises or adversely affects the valid use of these resources by other legitimate users.
- b. Compromises the security of the ICT resource and related data.
- c. Misrepresents, makes or purports to make an unauthorised representation of the University
- d. Breaches any University policy.
- e. Contravenes any law of the Republic of Trinidad and Tobago or other applicable law, trademark or copyright.
- f. Is used for any purpose that does not directly support the business, mission or vision of the university.

No user shall be permitted to:

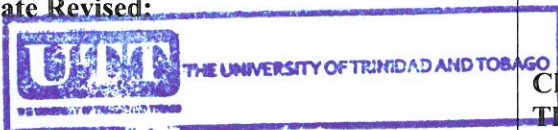
- a. Utilise or access another person's system, files, email or data
- b. Share passwords.
- c. Attempt to circumvent or subvert system or network security measures.
- d. Engage in any activity that may be purposefully harmful to IT systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to University data.
- e. Destroy, alter, dismantle, disfigure or disable any UTT ICT Resource without proper authorization.

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- f. Utilise ICT Resources for commercial or personal gains, such as using electronic mail to circulate advertisements or by performing work for profit with university resources in a manner not authorized by the university.
- g. Make or use illegal copies of copyrighted materials or software, store such copies on university systems, or transmit them over university networks.
- h. Access, download, transmit or stream any fraudulent, threatening, illegal, obscene, pornographic, intimidating, defamatory, harassing or discriminatory content that is considered to be inconsistent with the University's mandate.
- i. Use ICT Resources in an attempt to deceive or in any way misrepresent or impersonate any other entity.
- j. Waste ICT Resources, for example, injudicious use of printing resources.
- k. Use any email disclaimer not authorized by the University.
- l. Configure assigned ICT resources to automatically forward UTT-owned data to any non-UTT owned or operated IT service (for example, email forwarding or file synchronization).
- m. Engage in any other activity that is inconsistent with the fundamental principles as set out in sections 1 and 2 of this policy document.

5. USER RESPONSIBILITY

Users are responsible for protecting their UTT login credentials and shall be accountable for all associated actions originating from their account, unless it can be proven that these credentials were obtained by theft, fraud or some other illegitimate means.

The University is not responsible or liable for the content of any material prepared, received, or transmitted by Users without the appropriate approval.

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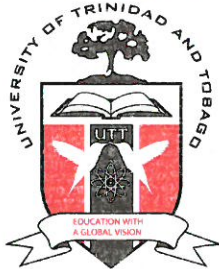
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6. GUIDELINES

- a. Guidelines may be issued to facilitate the proper implementation of the policy. Such guidelines shall be issued by IT Department and be approved by the President.
- b. These guidelines shall form part of the policy and shall be enforceable in the same manner. (APPENDIX 1 ATTACHED – EMAIL USAGE GUIDELINES)

7. RESERVATION OF RIGHT

Although the University respects the privacy of all Users, it reserves the right to monitor, record and review Users' activities to ensure:

- a. Efficiency of the University's operations.
- b. Detection and prevention of unacceptable usage.
- c. Preservation of any relevant law and/or university policy.
- d. Compliance with any lawful directive.

8. ENFORCEMENT

The University considers the unacceptable use of its ICT Resources as a very serious offence. Persons deemed to have violated this policy may be subject to any disciplinary action considered appropriate by the University.

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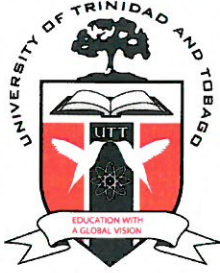
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APPENDIX 1

EMAIL USAGE GUIDELINES

1. INTRODUCTION

The University's Email service is provided as a critical enabler for communication in support of the educational and administrative activities of the institution and is the only official Email service to be used for university email communication. All staff and Students shall be required to use the University Email Service and assigned Email Accounts for the conduct of official University business.

2. DEFINITIONS

ICT Resources	All Computer hardware, software, networks, networking or communications equipment, services and facilities, data and information that are owned or leased by UTT - regardless of installed location
User	Anyone who uses UTT's ICT resources including students, employees, alumni, guests and any other individual/s who has/have been granted access to these resources.
Email Service	ICT Resource enabling access to, transmission and storage of email messages
UTT Data	All data stored or created on UTT information systems or data created on, or behalf of, UTT congruent with a user's role or responsibility. This include all machine-readable records and any other documentary material, regardless of form or characteristics.

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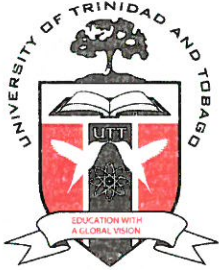
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Spam	Irrelevant or unsolicited email messages, for the purposes of advertising, spreading viruses or circumventing security measures.
Email Account	A combination of names and password used to enable access to the email service.
Phishing	Fraudulent emails purporting to be from reputable companies or persons in order to induce individuals to reveal confidential information such as passwords and credit card numbers.
Distribution List	A central collection or grouping of email addresses created and managed by the IT Department.

3. GENERAL GUIDELINES

- 1) Users are responsible for all activity originating from assigned Email Account(s).
- 2) Spam emails should be deleted without opening. If you accidentally open a spam-related email, do not click links offering to unsubscribe from the mailing list. Contact the IT Service Desk for assistance.
- 3) Many viruses are often spread through email or email attachments; be careful when opening attachments from unknown or untrusted sources.
- 4) Avoid phishing scams, they often use doctored and fraudulent email messages to trick recipients into divulging private information, such as credit card numbers, account usernames and passwords.

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- 5) Users shall not alter or delete the content of an email message when forwarding or replying to said message, including, but not limited to, modification of email header, forging of email content (e.g., identification, addresses), or otherwise modifying details in the email body.
- 6) Communications using the University Email service may be construed to be representative of the University's position. Therefore:
 - o Where the User does not have the authority or is not aware of the University's position, or where the User's personal view may vary from that of the University, the communication must clearly state that the opinion expressed is that of the writer, and not necessarily that of the University, or words to that effect.
 - o Where the User is representing the views of the University, a notation must be appended to the communication identifying the individual and the position held within the University.
- 7) Email and distribution lists are used to facilitate resource sharing, communication, research, and community building. The overuse of University-wide emails can reduce effective communication. The University encourages consideration of the use of other forms of communication. However, if global emails are still required, these must be submitted to UTT's Corporate Communications or Registry department for circulation.
- 8) All UTT email data are required to be kept for a minimum of seven years subject to the retention policy of the University.
- 9) Email distribution lists shall be approved by the responsible authority, for example Department Heads or Committee Chairperson, before creation and should not be available to non-University entities. These lists shall be assigned an owner and it is the responsibility of the same to ensure the maintenance and accessibility of the list.
- 10) Compose professional messages; it is easy to convey the impression that you are unprofessional or careless if you do not follow basic principles of good business writing.

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- Make sure you apply the rules of grammar and syntax when composing and responding to messages and use a spell checker.
- Don't type in all capital letters – it creates the effect of shouting at the recipient.
- Break your message into paragraphs for better logic or ease of reading.
- If possible, avoid using complex colours, photos, graphics (including background themes) and text formatting. Consult the style and formatting guidelines as issued by Corporate Communications for further guidance.
- Before clicking the send button ensure that you reread the entire email, checking it for grammatical, punctuation or other typographical errors.
- Ensure that a relevant subject is included with all emails.

11) Before you forward an email, make sure that all recipients actually need to receive the message.

12) Be careful when forwarding sensitive or confidential information since email traverses public/un-trusted networks.

13) When responding to group email, use the 'reply all' feature if your reply affects the majority of the persons in the group. If the response has no effect on the other persons who were included on the email thread, then the 'reply' feature should be used to send the response to the sender only.

14) For security and privacy reasons the BCC feature can be used when sending an email message to a large number of people or when no response is required from the group email. If this option is used, BCC effectively acts as an antispaam measure as email addresses are not visible to the other recipients.

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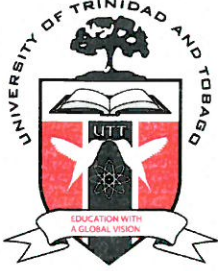
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15) The following is the approved UTT Email disclaimer which is automatically appended to all Staff email being transmitted to non-UTT email addresses:

Help save paper! Do you really need to print this email? This e-mail (including any attachments) is intended for the sole use of the recipient/s to whom it is addressed and may contain material that is PRIVATE AND CONFIDENTIAL. It is the property of UTT in which all rights are reserved except where otherwise indicated. If you are not the intended recipient, please be advised that unauthorized use, disclosure, dissemination, reproduction, distribution of, or taking any action in reliance on the contents of this email is STRICTLY PROHIBITED AND MAY BE UNLAWFUL. If you are not the intended recipient, please contact the sender by email and delete all copies thereof. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. Neither the sender nor UTT accepts any liability for damage of any kind resulting from risks which are inherent in the electronic transmission of messages.

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