Policy for Acceptable Use of IT Facilities

1 Nature of the Policy

This Policy sets out the approach taken by BUE to ensure acceptable use of its IT facilities. This is important since IT is integral to almost all activities at BUE. The rapidly developing role of eLearning adds to the need for an Acceptable Use Policy. The Policy defines various types of unacceptable use. It recommends a procedure for dealing with unacceptable behaviour and the sanctions to be applied.

2 Authorisation for Use of IT Facilities

All staff and students at BUE are entitled to use the University's IT systems and infrastructure. They become “authorised” users through signing admission or contractual documents on joining the University, agreeing through clauses thereby to abide by this Policy for Acceptable Use of IT Facilities.

3 Unacceptable Use of IT Facilities includes:

- action which will cause damage to the IT system or its infrastructure, such as the introduction of viruses
- action which will cause damage to the access of another authorised user, or to his/her programmes, files or data
- violation of the privacy of any other authorised user
- allowing an unauthorised user to make use of his/her authorised access
- use of the University’s IT facilities for purposes other than those associated with the academic requirements of the authorised user and, in particular, for any commercial purposes
- the creation or transmission (other than for properly supervised and lawful research purposes) of any offensive or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images, data or other material
- the creation or transmission of material which is designed or likely to cause annoyance, harm or needless anxiety
- the creation or transmission of defamatory material
- the transmission of material such that this infringes copyright of another person
- contravention of the University’s Email Policy (See Annex).

4 Disciplinary Procedure for dealing with possible breaches of Policy for Acceptable Use of IT Facilities

Students will be dealt with according to the Code of Conduct and Discipline of Students in ANNEX 8 of the General Academic Regulations. Offences are classed as Minor or Major. In the case of Minor Offences the Head of IT Services is authorised by Section 5.3 to consider charges and impose penalties specified in Sections 5.11 to 5.13.

Staff will be dealt with according to the Staff Disciplinary Procedures.
The British University in Egypt Email Policy

The purpose of this policy is to ensure the safe and proper use of The British University in Egypt’s email system and make users aware of what The British University in Egypt deems as acceptable and unacceptable use of its email system. At its core, this policy aims to protect the privacy of individuals affiliated with the University as well as protecting the rights of the institution. Although The British University in Egypt will do its best to protect personal privacy, you should also be aware, however, that privacy or confidentiality cannot be guaranteed in anything you create, store, or receive on the University’s computer systems.

This is consistent with BUE’s Data Protection Policy to which reference should be made.

LEGAL RISKS
Email is a business communication tool for The British University in Egypt and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email:

- If you send emails with any libelous, defamatory, offensive, racist or obscene material, you and The British University in Egypt can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene material, you and The British University in Egypt can be held liable.
- If you unlawfully forward confidential information, you and The British University in Egypt can be held liable.
- If you send an attachment that contains a virus, you and The British University in Egypt can be held liable.

By following the guidelines in this policy, email users can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, the user will be fully liable. In such cases, The British University in Egypt may, following the negative outcome of an internal investigation, subject the user to disciplinary action and disassociate itself from the user as far as legally possible.

LEGAL REQUIREMENTS
The following rules are required by law and are to be strictly adhered to:

- It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene material. If you receive an email of this nature, you must promptly notify the Head of IT.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person’s email account.
- Do not disguise or attempt to disguise your identity when sending email.

GOOD PRACTICE
The British University in Egypt considers email as an important means of communication and recognises the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. With this in mind, users should adhere to the following guidelines:
• Writing emails:
  o Write well-structured, concise emails.
  o Choose an appropriate and descriptive Subject for your email.
  o Signatures should include your name and job title.
  o Do not send emails to staff lists unless absolutely necessary.
  o Use the spell checker before you send out an email.
  o Do not send unnecessary attachments. It is advisable to compress attachments larger than 200K before sending them.
  o Do not write emails in capitals.
  o Only mark emails as important if they really are important.

• Group emails:
  o Do not send email to unnecessary recipients.
  o Use defined groups to facilitate the most efficient use of email.
  o Inquire with the IT Department regarding available group emails.

• Maintenance:
  o Delete any email messages that you do not need to retain.
  o Routinely empty “deleted items” folder.

• Replying to emails:
  o Generally, only reply to the sender and not “Reply to All”. Only reply to those copied in the email where absolutely necessary.

PERSONAL USE
Although the British University in Egypt’s email system is provided for business use, the University allows the reasonable use of email for personal use if certain guidelines are followed:
• Personal use of email should not interfere with work.
• Personal emails must also adhere to this policy.
• The forwarding of chain letters, junk mail, jokes and advertising is strictly forbidden.
• Do not send mass mailings.

System Monitoring You should be aware that your emails and computer activity can be monitored and that this may be done without prior notification. The British University in Egypt deems this necessary in the event that there is evidence that the University email Policy is being contravened. After an investigation, appropriate disciplinary action may result if it is proved that such contravention has occurred.

EMAIL ACCOUNTS
All email accounts maintained on The British University in Egypt’s email systems are property of the British University in Egypt. Passwords should not be given to other people and should be changed once a month.

QUESTIONS
If you have any questions or comments about this Email Policy, please contact ITSupport@Bue.edu.eg