

**GENERAL REGULATIONS
Appendix 10 : Internet Policy Statement**

Name of regulation :	Internet Policy Statement
Purpose of regulation :	To outline procedures to guarantee an appropriate use of the internet which is beneficial to all members of the University
Approval for this regulation given by :	Academic Board
Responsibility for its update :	Dean of Students and Academic Registrar
Regulation applies to :	To all students registered on Staffordshire University awards, staff and other authorised persons
Date of Approval :	29 June 2011
Proposed Date of Review :	May 2012

INTERNET POLICY STATEMENT

1 Scope

This *Internet Policy Statement* refers to all types of on-line services accessed through Staffordshire University's IT facilities. The term 'on-line services' includes Telnet, Email, Gopher, World Wide Web (WWW), FTP and any other means of communication of a similar nature. 'WWW' means all materials which can be accessed through a Uniform Resource Locator address, including but not limited to HTTP and NEWS services.

2 Purpose

Staffordshire University is committed to defending the principle of academic freedom and acknowledges that the use of the Internet is a very valuable contribution to the exercise of that principle. Without compromising this, Staffordshire University also aims to benefit from the Internet by presenting the University to the world. The purpose of this Internet Policy Statement is therefore to guarantee an appropriate use of the Internet which is beneficial to all the members of the University.

The conditions which apply to all usage of University IT facilities, including computer hardware, software, data, networks and access to the Internet, are clearly set out in the **University IT Regulations**, a copy of which may be obtained from the Information Services administrative offices.

Web version:

http://www.staffs.ac.uk/current/regulations/it/uni_regs/index.php

All of those who have access to online services through the University's network must be aware of the legal consequences attached to the inappropriate use of those services. The criminal penalties which may follow the contravention of current legislation are set out in the **Guide to Legislation Relevant to Computer Use**, a copy of which may be obtained from the Information Services administrative offices.

Web version:

<http://www.staffs.ac.uk/current/regulations/it/legislation/index.php>

Compliance with legal requirements for use of IT facilities, including software copyright and licensing, is an important requirement set out in the University IT Regulations. The illegal downloading of software from the Internet is prohibited.

Staffordshire University retains the right to monitor a selection of messages and materials sent over its network to check that its facilities are not being abused. For this reason access to some sites may from time to time be blocked. Moreover, Staffordshire University is committed to responding promptly to any potentially damaging publication by withdrawing from its services any unacceptable materials and taking any other necessary action. This may mean that users responsible for such materials have their access to the University's IT facilities withdrawn. It is also possible that the publication of such materials may amount to an offence under the University's disciplinary regulations.

Where it is suspected that material displayed or stored on University IT facilities may risk criminal prosecution or civil legal action, or that material, even if legal, is not considered appropriate for publication by the University, the Executive may authorise the Director of Information Services to isolate the

material or the server from the network until the offending material is removed or revised.

3 Responsibilities

Each Dean of Faculty/School or Director of Service will be responsible for authorising the 'departmental pages' of his or her Faculty/School or Service and for ensuring that the materials presented by that Faculty/School or Service meet the University standards and the legal provisions specified in the *Guide to Legislation Relevant to Computer Use*, and are accurate and properly updated.

Those authorised to publish 'personal home pages' are entirely responsible for the content of their pages. They are also responsible for the legality and accuracy of the information contained in the pages accessed through hyperlinks in their own home pages. They must ensure that both their personal pages and the information accessed through them meet the standards and legal requirements demanded by the University in the *Guide to Legislation Relevant to Computer Use*, are accurate and up to date.

4 Requirements

4.1 Departmental pages

In these requirements a distinction has been made between 'departmental home pages' and 'departmental sub pages'. The term 'departmental home pages' refers to the information disseminated on the WWW, which emanates directly from the main Home Page of the University. Sub pages are those which emanate from a departmental home page.

- 1 All departmental home pages must indicate that they have been sanctioned by Staffordshire University and approved by a Faculty/School or Service of the University.
- 2 All departmental home pages must contain a link to the main Home Page of the University.
- 3 All departmental home pages must bear the name, telephone number and email address of the Dean of Faculty/School or Director of Service authorising them and the date when that authorisation was given.
- 4 All departmental sub pages must express the name, Faculty/School or Service and email address of their author, and state the date when the page was created and last updated.
- 5 All departmental sub pages must contain a link to the departmental home page from which they emanate.

4.2 Personal pages

- 1 Personal pages must not be set up for any commercially-related purpose unless the prior written authorisation is obtained from the appropriate Dean of Faculty/School or Director of Service.
- 2 Personal pages must not suggest that they have been sanctioned by the University, and therefore they must not bear the University's logo.
- 3 All personal home pages must state clearly that the opinions and views expressed are the author's and not those of the University.
- 4 All personal sub pages (i.e. those which emanate from a personal home page) must contain a link to the author's personal home page.
- 5 All personal pages must bear the name, telephone number and email address of their author, and the date when the page was created and last updated.