

WOLFSON COLLEGE

Data Network Acceptable Use Policy

1. Network Connection

- 1.1. If you want to connect a computer (or any other network device like a router, wireless access point or networked printer) to the College Network you must register it (online) with the IT Office, irrespective of whether the device needs an IP address or not.
- 1.2. You must ensure that every device is appropriately protected against use by anyone other than yourself and that its operation follows the principles of this policy. If the IT Office is not confident that you are able to configure your device to follow this policy, its connection to the Network may be refused.
- 1.3. Every computer connected to the Network must only use the configuration setting assigned to it by the IT Office. This includes a unique IP address and a network mask. These settings are provided automatically by the College's DHCP server. Under no circumstances must an IP address other than the one issued for that computer be used with that computer, not even for a brief test.
- 1.4. You must not configure IP address manually. Every computer or device must be set to obtain an IP address automatically from the College's DHCP server. This is important because the IT Office keeps changing the allocation of IP addresses as part of the network management.

2. Security and Duty of Care

- 2.1. UK Law prohibits a number of internet misuses, including in particular: the transmission of copyright-infringing material, offensive or defamatory material, indecent images/videos and unsolicited advertising material. The College also puts restrictions on any activity which wastes IT Office staff time or network resources; which corrupts or destroys other users' work or data; or violates the privacy of others.
- 2.2. You must take reasonable security measures to keep your computer and network devices secure from network attacks. In particular you must apply all security updates available for your operating system, hardware and application programs as soon as possible.
- 2.3. You should also install and activate security software such as Antivirus, Antispyware, and a firewall software. The IT Office can advise you on this.
- 2.4. You are not permitted to install any software on your computer or a device that provides some form of service to other users on the network, for example a web server or a music/video distribution service.

- 2.5. You must not activate any network service like a proxy-ARP function or DHCP server that offers IP addresses to other devices on the College network.
- 2.6. You must not install or use any network-probing or port-scanning software.

3. Network Use and Violations

- 3.1. The College has limited bandwidth capacity which is shared by all users. An excessive use of the network can cause network congestion, which affects other users' use of the network. All users are therefore asked to keep network traffic to reasonable levels. Downloading/streaming videos, playing games on the Internet and video calls are the most common examples network use which can lead to excessive use.
- 3.2. If an individual user consistently shows excessive levels of bandwidth use, he or she will be alerted to this by the IT Office or by the Bursar and asked to explain their use. If in the Bursar's opinion the explanation is not satisfactory or if there is doubt about the user's ability or willingness to reduce their bandwidth use, the Bursar reserves the right to block such a user from the network for a period to be determined by the Bursar
- 3.3. The College may also take measures to prevent network congestion which may involve readjusting the Internet access speed for all users.
- 3.4. If you fail to observe any clause of this policy, your network access may be blocked. In the event of serious or repeated violations of this policy, the IT Office will refer the matter to the Bursar, and it will be treated as a disciplinary issue. In such a case, a deactivated or reduced network connection will not be restored until the Bursar has decided that the matter has been resolved.