SPIRIT STUDIOS.

Wireless Network Security and Fair Usage Policy

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Introduction

Spirit Studios operates wireless networks so staff, students and guests can access the internet and network resources using Spirit Studios systems and personal devices. The Wireless Network Security and Fair Usage Policy is to ensure the service is fast and reliable, and to limit exposure of legal risk to you and Spirit Studios from your use of the wireless networks.

This policy covers any user who connects to Spirit Studios' wireless networks, whether the device be an Spirit Studios system or a personal device, or other. All users who connect to Spirit Studios' wireless networks must conform to this policy. Spirit Studios reserves the right to isolate any device or network which represents a potential or actual breach to security, to monitor information sent over the wireless networks and to deny user access to any of the wireless networks.

Relationships with existing policies

This policy must be read in conjunction with the following policies and guidance applicable to the user:

- Data Protection Policy
- Email Use Policy
- Rules for the Use of IT Facilities
- Student Handbook
- Staff Handbook

Wireless networks

Spirit Studios has three wireless networks:

- Spirit Studios Staff - For staff use only. Allows internet access and access network resources
- Spirit Studios Student – For student use only. Allows internet access and very limited network services.
- Spirit Studios Guest – For guest use only. Allows internet access only.

User accounts

All staff and students will be provided with a unique password to access their respective wireless networks. Unique passwords are for the sole use of the authorised user. Users must not permit their password to be used by anyone else and users must not use or attempt to use someone else's password. User passwords must not be shared. Managers, colleagues and technical staff do not need to know a user's password and must not ask for it.

Staff and student passwords will be distributed to the user's @spiritstudios.ac.uk email account. If you forget your password, search your @spiritstudios inbox for emails from Spirit-Studios-Wi-Fi@spiritstudios.ac.uk. If you cannot find an email with your Wi-Fi password, open a new ticket via our Technical Support Centre.

The password for the Spirit Studios Guest network is changed regularly. Staff and students must use their respective networks, not the Spirit Studios Guest network.

Personal computer/device security

All users are responsible for the security of personal computers and other wireless devices whilst connected to any of Spirit Studios' wireless networks. The following must be adhered to at all times:

- Computer, device, operating system and applications are actively supported by the manufacturer (e.g. Microsoft no longer supports Windows 7)
- Up-to-date security patches must be installed for operating systems and applications
- The computer's local firewall must be enabled
- Anti-virus software is installed and set to automatically update
- Anti-spyware is installed and set to automatically update

You must not knowingly or negligently download any electronic material containing a virus, Trojan, malware, ransomware or other computer program known or likely to interrupt, impair, damage, destroy or limit the functionality of any computer, software, hardware or telecommunications equipment owned by Spirit Studios or another network user or person.

Spirit Studios accepts no responsibility for the potential consequences of you failing to employ adequate security measures on your computer or devices whilst connected to the wireless networks.

Downloading Software

The downloading and installation of software and other resources from the internet is done entirely at your own risk. Spirit Studios is not responsible for any unwanted effect on your computer that may result from doing so. Users are not permitted to install software on any Spirit Studios systems. Please see the IT Security Policy for more information. It is your responsibility to comply with the laws of copyright and to abide by any software license agreements that may apply.

Prohibited uses of the wireless networks

The wireless networks must not be used for:

- Any unlawful, criminal, fraudulent or otherwise illegal purposes or activities
- Activities which breach the rights of any third party, such as the downloading, streaming or distribution of any copyrighted material of any kind
- Collecting, streaming, distributing or accessing any material that you know, or reasonably should know, cannot be legally collected, streamed, distributed or accessed
- Commercial use, either self-employed or on behalf of an employer
- Sending or uploading unsolicited emails, advertising or promotional materials, offering to sell any goods or services, or conducting or forwarding surveys, contests or chain letters
- Attempting or accomplishing access to any computer system, network or account without consent or otherwise where such access is not intended for you
- Viewing, modifying or otherwise tampering with any data or system without owner's consent or where it is otherwise not intended you should do so
- Probing the security of any computer system, network or account
- Impairing the function of, or interfering with the proper operation of, the wireless networks or any other computer system or network in any manner
- Consciously acting to harass, cause annoyance, anxiety or inconvenience to, invade the privacy of, or disrupt the activities of other users of the wireless networks or users of any other computer system in any manner

Excessive usage of wireless networks

The vast majority of users of the wireless networks will not have a problem under this fair usage policy. However, if it is felt that a user's internet activities are excessive, Spirit Studios may inquire and ask their reasons for such high activity. Users may be given a written warning (by email or otherwise). If the levels of activity do not immediately decrease after the warning, Spirit Studios may suspend a user's connection for a fixed period of time. In extreme circumstances, Spirit Studios reserves the right to terminate a user's usage of the wireless networks indefinitely.

Breach of policy

If any user of the wireless networks constitutes a breach of policy, Spirit Studios may, at its sole discretion:

1. Give users notice to stop the unacceptable use(s)
2. Suspend service for a fixed period or
3. Terminate a user's connection (with or without notice as Spirit Studios considers appropriate)

A user may appeal against a decision imposing one or more of the above sanctions. Any such appeal must be made in writing within 5 working days of the imposition of the sanction(s) and must be accompanied by relevant evidence to support the appeal. The appeal will be considered by the Head of Technology, or their nominee, who may seek clarification or ask questions of any member of staff, student or user where appropriate. The decision of the Head of Technology or nominee shall be final.