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ICT Security
Framework Policy

A - Technology Acceptable Use Policy

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Technology Acceptable Use Policy

Purpose

The computing, digital technology, and digital information resources at Laois and Offaly Education and Training Board (LOETB) support LOETB's goals. Usage of these resources is a privilege that is extended to, but not limited to employees (both full and part time), contractors, interns, partners and / or consultants, external individuals and organisations, to be referred to as "Users". As a user of these services and facilities, you have access to valuable organisational resources, to sensitive and critical data, and to internal and external networks. Consequently, it is important for all users to act in a responsible, ethical and legal manner.

In general, acceptable use shall be taken to mean respecting the rights of other digital users, the integrity of physical and digital assets, pertinent license and contractual agreements, and where applicable, maintaining compliance with legal and regulatory requirements.

This document establishes specific requirements for the use of all computing and network resources within LOETB.

Scope

This policy applies to all "users" of computing resources owned or managed by LOETB. Individuals covered by the policy include (but are not limited to) employees (both full and part time), contractors, interns, partners and / or consultants, external individuals and organisations, accessing network services via LOETB's computing facilities.

Computing resources include all LOETB's owned, licensed, or managed hardware and software, and use of LOETB's network via a physical or wireless connection, regardless of the ownership of the device connected to the network.

This policy applies to technology administered by LOETB and is applicable to LOETB's owned computers and devices, connected by wire or wireless to the LOETB's network, and to computers and devices that connect remotely to the LOETB's network services. This also applies to personally owned devices when using LOETB's network resources.

LOETB may supplement or modify this policy for users in certain roles. This policy for Technology Acceptable Usage, complements similar LOETB policies, such as the Internet Usage policy. A comprehensive list of ICT policies may be located in the ICT Policy Framework.

Your Rights and Responsibilities

As a user of LOETB's computing resources you are permitted to use technology and information assets that are required to perform work duties, including access to certain computer systems, servers, software and databases, telephony, email and voice mail systems, and to the internet. You have a reasonable expectation of protection from abuse and intrusion by others sharing these resources. LOETB reserves the right to monitor all computing devices owned and managed by LOETB. The LOETB ICT policy framework provides further detail on the type of monitoring that is possible to undertake. Should further clarity be required, contact LOETB Director of OSD

In turn, you are responsible for knowing and understanding the policies of the LOETB that apply to appropriate use of LOETB's computing resources. You are responsible for exercising good judgment in adherence to the statements in this policy regarding the use of the LOETB's

computing and information resources. Just because an action is capable of being performed, it does not mean that it is appropriate or permitted and is subject to appropriate permissions and legalities.

Should further clarification be required, contact your line manager or LOETB ICT Department.

Policy

Principles

- You shall use only the computers, computer accounts and computer files for which you have authorisation to access resources needed to perform your stated job function.
- You shall adhere to the statements in this policy to protect your passwords and to secure resources against unauthorised use or access. For further details on passwords, refer to LOETB Password Policy
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, network resources, software and hardware.
- You shall not provide the resources or other forms of assistance to allow any unauthorised person to access LOETB's computers, networks or information.
- LOETB shall be bound by contractual and licensing agreements with regard to third-party resources. You are expected to comply with all such agreements when using such resources.
- You shall not attempt to access or provide resources to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorisation by the system owner or administrator.
- You shall comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You shall not engage in deliberate activity to degrade the performance of information resources; deprive an authorised user access to LOETB's resources; obtain extra resources beyond those allocated; or circumvent LOETB's computer security measures.
- You shall not attempt to bypass any security control unless you have been specifically authorised to do so by the Head of the ICT Department or LOETB's Director of OSD.
- LOETB reserves the right to restrict usage of portable storage devices, including USB keys, external hard drives, micro-SD cards or even the internal memory on portable devices such as smartphones, tablets and laptops. This advice is following on from recent DPC guidance on the use of external storage devices.

You shall not store, share, process, analyse or otherwise communicate corporate information, data or files to external parties, using unauthorised mediums, without prior approval from a line manager in conjunction with the ICT Department. For further clarification on "Authorised Mediums", contact LOETB's ICT Department.

- Any security issues discovered will be reported to the head of ICT or their designee for follow-up investigation. Additional reporting requirements can be located within the Compliance section of this policy.

Legal and regulatory compliance

As a user of LOETB's computing resources, you are expected to act lawfully in the use of said computer resources at all times and in all locations. All users of LOETB's computer

resources should ensure that they are fully aware of and understand any of the relevant legislation applicable to IT systems or data, assigned to them in all locations.

As part of the above, a user of LOETB's computing and network resources shall:

- Not engage in activity through any technology medium that may harass, threaten or abuse others.
- Not intentionally access, create, store or transmit material that LOETB may deem to be offensive, indecent or obscene, or which may be illegal.
- Abide by all applicable copyright laws and licenses. LOETB may have entered into legal agreements or contracts with providers of software and network resources, which require individuals using them to comply with those agreements.
- Not use, copy or distribute copyrighted works (including but not limited to web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute or otherwise utilise the copyrighted work.

Unacceptable use

The following are non-exhaustive examples of unacceptable uses:

- Using any LOETB device for personal use. LOETB devices must not be used to store, process, and/or transmit personal information of any description. Devices must not be used for any form of personal online transactions, subscription service, engaging with social media channels, or undertaking online courses of a personal nature. This does not include the storage, processing, and/or transmission your personal pension, salary or HR information whilst engaged as an employee of LOETB.

- Using LOETB's computing services and facilities for personal economic gain, political purposes or otherwise in any way that is in violation of LOETB policies

- Using LOETB's computing services and facilities in a way that is considered offensive, defamatory, obscene or harassing, including, but not limited to, sexual images, jokes and comments, racial or gender-specific slurs, comments, images or jokes, or any other comments, jokes, or images that would be expected to offend someone based on their physical or mental disability, age, religion, marital status, sexual orientation, or political beliefs, or any other category protected by national or international laws; the use of computing resources to defame or harass any other person is in violation of LOETB's policies and would be subject to the same disciplinary process that is highlighted in the "Compliance" section.

Privacy and Personal Rights

All users of LOETB's network and computing resources should;

- o Respect the privacy and personal rights of others.
- o Not access or copy another user's email, data, programs or other files without the written permission of LOETB's ICT Head or Director of OSD.

- Be professional and respectful when using computing systems to communicate with others;

LOETB reserves the right to access and review information transmitted on LOETB's computing resources as appropriate to ensure the security of LOETB's information assets. This includes investigating performance deviations and system problems (with reasonable cause), for the purpose of determining if an individual is in violation of this policy or, as may be necessary, to ensure that LOETB's is not subject to claims of illegality or misconduct.

Access to a user's files, including, but not limited to, all folders, downloads and emails on LOETB's equipment or information shall only be approved by specific personnel when there is a valid reason to access those files. Authority to access a user(s) files can only be given by the Director of OSD and/or Chief Executive where appropriate in conjunction with requests and/or approvals from senior members of LOETB. The Gardaí, with the appropriate verified authority / authorisation may be granted access to files. Such verification should be carried out by the Director of OSD / Chief Executive, as appropriate.

Compliance

Individuals found to be in breach of this Technology Acceptable Use Policy, may be subject to disciplinary action, up to and including dismissal. Should an investigation regarding compliance with this policy determine that there may be a case to answer by an Employee / User, the matter will be referred into the appropriate stage of the relevant disciplinary procedure as appropriate to that Employee / User.

For the avoidance of doubt, where questions remain as to what constitutes "appropriate use", contact LOETB's ICT Department for full clarification.