The Bader International Study Centre
Policy and Procedure

Access to and acceptable use of BISC information technology for staff and faculty

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Access to and acceptable use of BISC information technology for staff and faculty

Approval: Policy Advisory Committee

Responsibility: Head of Learning, Information and Communications Resources

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Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tr>
<td>BISC</td>
<td>The Bader International Study Centre and its subsidiary HCE Ltd.</td>
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<tr>
<td>Equipment</td>
<td>Any item provided by BISC IT in support of IT use for your role.</td>
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<tr>
<td>Mobile device</td>
<td>Any portable computing device such as a smartphone, laptop or tablet computer.</td>
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<tr>
<td>IT resource</td>
<td>Any system, software, hardware or data provided by BISC IT or Queen’s main campus ITS.</td>
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<tr>
<td>User account</td>
<td>The account provided to you by BISC IT or Queen’s Main Campus ITS to access IT systems and resources.</td>
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<tr>
<td>GDPR</td>
<td>General Data Protection Regulation, EU law providing guidelines for the collection and processing of personal information from individuals who live in the European Union.</td>
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<tr>
<td>Bring Your Own Device</td>
<td>Any mobile device not paid for by the BISC but used by staff and faculty for both work and personal uses.</td>
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<tr>
<td>Information technology</td>
<td>Systems (especially computers and telecommunications) for storing, retrieving, and sending information.</td>
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</table>

Purpose:

This document details what access staff and faculty have to technology at the BISC and what constitutes acceptable use of that technology. Its purpose is to

- ensure staff and faculty have access to the technology they need to fulfil their roles
- encourage good work practices
- ensure compliance with data protection law
- prevent misuse of BISC IT equipment and the network
## Scope:

The document is relevant to all staff and faculty at the BISC, as well as to contractors or agents engaged by a department or employee, or any individual using BISC IT resources, whether on-campus or remotely. It applies to all forms of information technology at the BISC, including desktop equipment, the network and any services provided.

## Policy:

### Access to information technology

BISC IT provides to you as a staff or faculty member the technological tools to enable you to fulfil your role.

#### Desk PC equipment for office-based or teaching roles

If you are required to use a PC as part of your role, you are provided with at least a PC, screen, keyboard, mouse, plus access to a printer and photocopier. Each office also contains a phone, although you may have to share it with a colleague. BISC IT will provide additional equipment, such as cameras, speakers and second screens where there is a defined business need and budget availability. Display Screen Equipment assessments are carried out by the BISC Health and Safety representative. If, after completion of the assessment, you require additional equipment to support your IT use, this equipment will be provided by IT with the expense met by your department.

#### Mobile devices

BISC IT does not provide mobile devices, but rather these are purchased by individual departments. If you need a mobile device, you must make the request to your line manager or head of department.

#### Access to PCs for non-office-based roles

BISC IT provides access to PCs for use by staff who do not have access to a PC as part of their role. These PCs are located in the Library. To use one of these PCs you must log into the PCs using your individual logins.

#### User accounts

So that you can use IT resources BISC IT will assign you the necessary IT accounts, including a NetID account issued by main campus, a logon for your PC and for the wifi.

For the creation of your Queen’s Net ID account, we will request your home address and date of birth. When using a Queen’s Net ID account, or any other Queen’s University IT resource, BISC faculty and staff are also subject to the Acceptable Use of Information Technology Resources Policy of Queen’s University [https://www.queensu.ca/secretariat/policies senate/electronic-information-security-policy-framework/acceptable-use-information](https://www.queensu.ca/secretariat/policies/senate/electronic-information-security-policy-framework/acceptable-use-information).
POLICY

**Printing, photocopying and scanning**
BISC IT provides you with access to printing, photocopying and scanning facilities. Black and white printing and copying is provided as the default setting as the costs are significantly less than colour copies. Where colour copying is essential for the fulfilment of BISC business, access to colour copying will be provided. The use of printing and copying is monitored by BISC IT at user level.

**Bring your own devices (BYOD)**
BISC IT strongly encourages all staff and faculty members to make use of the IT equipment provided to them for their roles. However, we acknowledge that some staff and faculty members prefer to use their own IT equipment for work-related purposes. If you prefer to use your own equipment, you should note the following:

- BISC IT does not guarantee that all services it provides, for example printers, will work with individual devices;
- You must comply with the requirements of the BISC’s Mobile Devices Policy.
- BISC IT will not provide technical support for personal IT equipment beyond attempting to resolve issues connecting to the wifi. If your device does not work with IT systems and services, we will ask you to use a BISC IT-issued PC for work purposes.
- BISC IT will not provide adaptors for the purpose of connecting personal equipment to BISC systems or equipment. BISC IT provides HDMI connectivity to its projectors and other equipment. If you wish to use your own equipment, please ensure you own adaptors that work with HDMI connectors.

**Acceptable use of information technology**
As a BISC a staff or faculty member you have access to valuable internal and external networks and resources and to a wide range of information, which may include sensitive information. You are expected to use these resources in a responsible, ethical, and legal manner. Your actions should not adversely affect the ability of others to use these resources or compromise the security and privacy of sensitive information.

**Using for academic and administrative purposes**
BISC IT resources are provided so that you can fulfil your role at the BISC and must not be used for personal or commercial activities. For this reason you must use only those IT resources which you have been authorized to use or which are resources generally available to the whole BISC community.

**Ensuring the integrity and reliability of IT resources**
You must use IT resources in a way that means the use made of the same systems by others is not affected, for example you must not:

- unplug, damage or remove equipment from offices or teaching rooms;
- download software onto IT equipment which allows viruses to damage systems;
- lock PCs so that others cannot log onto them;
- install IT equipment in offices or residences without prior consultation with BISC IT.
Preserving the security and privacy of information
It is important that those without the authority to do so cannot access the information you have access to. For this reason, you must
- keep your account details secure so that no-one else knows them or can find them out;
- choose complex passwords for your user accounts;
- keep confidential all information you have access to, particularly where the information is personal, sensitive or confidential;
- take all reasonable steps to prevent theft or unauthorized use of computers, storage devices, and information.

Complying with the law and ensuring the rights of others
When using IT resources you must:
- respect the copyright and intellectual property rights of others;
- respect the licensing agreements and terms for all software;
- respect the licensing agreements and terms for all electronic resources including databases, journals, books and other print, audio and video content;
- not use BISC IT resources for any activities or actions which are illegal or do not comply with UK law;
- not use BISC IT resources to do anything that is a violation of the rights of others, such as displaying or distributing obscene, harassing, defamatory, or discriminatory material or messages.

Related Documents:
Queen’s University Acceptable Use of IT
BISC Mobile devices policy
https://www.queensu.ca/bisc/images/Mobile_devices_policy.pdf
Provision of IT Services, Equipment and Technical Support

Superseded by: