



## Acceptable Use Policy

1. Only valid and authorised users are permitted to use the ICT facilities. Each user is issued with a username and password which must be kept confidential and must not be shared with anyone else.
2. All users are responsible for all activity that takes place under their username and should not allow anyone else to access the ICT facilities using their username and passwords. Access to the ICT facilities using someone else's username and password is prohibited.
3. All users must be courteous and considerate of others when using the ICT facilities.
4. All users must treat all equipment with due care and attention and bring all suspected problems to the attention of the IT Help Desk in a timely manner via the proper channels.
5. CMG employees and students should utilise the CMG provided email accounts as the primary mechanism for email communication. For programmes of study, the Blackboard / Virtual Learning Environment are permitted alternative communication mechanisms.
6. All users must ensure personal use is occasional, reasonable, is compatible with and does not contravene the primary purpose of the facilities. Personal use should only take place during natural breaks and lunchtimes. The personal activity should not interfere with, conflict or take priority over the performance of CMG duties, waste resources, deny or impair the service to other users or have a negative impact on CMG or other users.
7. Access to the internet via the ICT facilities is strictly subject to compliance with all applicable laws in the UK.
8. An individual's work communications and/or filestore may need to be accessed during their absence – please refer to the Monitoring section of this policy.
9. All users must ensure both the sender and receiver have appropriate authorisation and appropriate technical protection before sending or transmitting CMG owned sensitive, confidential or commercially sensitive information external to the CMG network or email system.
10. All users must comply with all copyright legislation, licenses and agreements for software and electronic information resources when accessing and connecting to CMG ICT facilities.
11. All users must obtain authorised and appropriate software licenses and all new software must be installed by IT via Help Desk.

12. All users must make all reasonable efforts to send data that is virus free and not open email attachments from unsolicited and untrusted sources.
13. All users must utilise good information security and management practices for the storage, access, retention and deletion of CMG information. Relevant access details must be shared with the appropriate line manager upon leaving the company. Confetti Media Group Employee Handbook Version 2 – March 2017 82
14. All users must cooperate with the IT department to ensure any computer (on or off site) used to access the CMG ICT facilities has regularly updated operating systems and anti-virus programmes. This will ensure the Company is protected as far as possible from accidental or premeditated virus and hacking attempts and attacks.
15. The IT department scans for spam and viruses however, due to the rapidly changing nature of technology, the CMG cannot guarantee that the network and email communication systems are spam and virus free. The Company will not be held responsible for any damage to user's systems or information that may occur through such virus or hacking attacks.
16. All system owners must ensure that their information systems and supporting infrastructure comply with agreed policy and current legislation – e.g. the Data Protection Act.
17. Any technical problems, requests or concerns regarding a suspected policy breach should be directed to the IT Help Desk.
18. Users must comply with regulations and policies that are applied by external bodies.
19. Users acknowledge that the Company does not endorse any third party goods or services and is not responsible for any goods or services that are accessible via third party websites. This includes (but is not limited to) all services that Microsoft makes available to users of its email accounts.