

Acceptable Usage Policy

Acceptable Usage Policy for The Institute of Banking Computer & Network Systems

To safeguard individuals and to ensure the integrity and reliability of the computer system, the Institute has a number of usage policies. These are designed to ensure that The Institute of Banking ('The Institute') can offer the widest possible range of services to its community.

These are not intended to limit your use of The Institute's computer resources. Rather they are designed to ensure that The Institute can offer the widest possible range of services to its community.

Your privacy

The Institute is committed to maintaining your privacy.

However, you should be aware that records are kept of all usage and could be made available in specific circumstances.

Usage limits

In general, the computer resources of The Institute may not be used for:

- Illegal acts
- Activities in breach of The Institute's policies
- Personal commercial activity unless specifically authorised.
- Only staff of The Institute, registered students or other approved users may take use of the universities computer resources that are not available to the general public. Unauthorised use may lead to disciplinary action or prosecution under the Criminal Damages Act (1991).

Irish Law

You must respect the Laws of Ireland and specifically, but not exclusively, be aware of your responsibilities under:

- Copyright Act (1963) and as amended
- Data Protection Act (1988)
- Prohibition of incitement to hatred Act (1989)
- Criminal Damage Act (1991)
- Freedom of Information Act (1997)
- Child Trafficking and Pornography Act (1998)

You may be provided with accounts and passwords to permit access to The Institute networks and other computer resources. You must take reasonable precautions to prevent unauthorised use of such accounts.

Terms & Conditions

You must behave reasonably in your use of The Institute computer resources.

You must not undertake or facilitate any activity that could jeopardise in any way, the integrity, reliability and performance of these resources.

Any devices connected to the network must comply with the requirements of The Institute's IT Services. Wilful damage (or attempted damage) to computer resources will result in disciplinary action which may include prosecution under appropriate legislation. Likewise, deliberately wasteful use of resources and time could lead to a withdrawal of services or severe disciplinary action.

Security and viruses

You must take reasonable care to ensure that you do not transmit viruses or other malicious computer code to other users.

Indecency, libel and privacy

It is not acceptable to view, download, transmit or store any offensive, indecent images or material. Nor is it acceptable to attempt to access any files, data or records for which you are not authorised.

You may not use The Institute's computer systems to publish or transmit anything that is libellous or defamatory or is damaging to another computer system. Neither may you deliberately misrepresent your views as those of The Institute or any other person or organisation. Such action will be regarded as a serious disciplinary matter.

Data & data protection

Increasing amounts of the data and information are stored on electronic media on The Institute's computer system. If you have access to or are responsible for such data, you must ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained.

If you keep personal data on the others you must comply with the provisions of the Data Protection Act (1988). You must also be aware that the freedom of the Information Act applies to records held in electronic format.

Penalties & agreement

A failure to abide by these policies may result in being denied access to computer resources as well as other proceedings.

This policy on acceptable computer use supersedes all previous policies on acceptable computer use and will be amended from time to time as required. Any user of The Institute's computer resources is deemed to have made him/herself aware of these policies.