



## Name of Policy: Information Technology

**RESPONSIBLE COMMITTEE:** Academic Services

**RESPONSIBLE OFFICER:** Principal Bursar

**LINKED DOCUMENTS: College:** College Regulations Relating to the Use of Information Technology Facilities; Rules for Network Access in the College; Information Security Policy.

**LINKED DOCUMENTS: Other:** University regulations relating to the use of Information Technology Facilities; University mobile/wireless rules.

**Annual Review date:** First meeting in Hilary Term

### PURPOSE OF POLICY

1. This document sets out the College's policy and procedures in respect of:
2. The use of College and associated University of Oxford Information Technology (IT) facilities.

### POLICY

3. Users of all College IT facilities are required to abide by all applicable laws and by College and University IT policies and rules as a strict condition of use including the following:
4. (i) Regulations relating to the use of Information Technology Facilities in the College\*
5. (ii) Rules for network access in the College\*
6. (iii) University regulations relating to the use of Information Technology facilities  
<https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002>
7. (iv) University mobile/wireless rules  
<http://help.it.ox.ac.uk/network/wireless/rules/index#requirements>
8. (v) College Information Security Policy\*
9. Suspected computer misuse in College should be reported as quickly as possible to the IT Manager ([it-support@sjc.ox.ac.uk](mailto:it-support@sjc.ox.ac.uk)).
10. Concerns regarding misuse relating to the College's *Prevent duty*, should be reported according to the College reporting procedure.



\* all College policies, procedures and regulations are available on the College website <https://www.sjc.ox.ac.uk/policies>

## POLICY HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
June 2016	Generation of policy	Confirmed	Yes (Sandra Campbell)
March 2017	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Jan 2019	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Feb 2020	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Kate Doornik)
Jan 2021	Policy holder changed to Principal Bursar. Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Jan 2022	University link updated Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Iris Burke)