

Policy statement on the use of information technology

Introduction

The LSE recognises the key role that information technology (IT) plays in both teaching and research in the social sciences and it is committed to ensuring that both staff and students have access to the necessary facilities and support.

The School's IT systems, including access to the Internet, are provided for students to pursue their studies and for staff to carry out their work.

This policy overview provides a brief summary of the responsibilities of all members of LSE's community. A comprehensive list of the policies governing information technology at LSE can be found at <http://www.lse.ac.uk/intranet/LSEServices/IMT/about/policies/home.aspx>.

Scope

This policy statement covers:

- the use of all of the School's IT facilities and systems, which include the LSE network; any other directly or indirectly connected network; and the Internet;
- the production of any material using the School's IT facilities, including printed output, World Wide Web pages, electronic mail messages, bulletin board and news group entries; and
- the publication of any material relating to the School on systems within and outside of the School.

Authorised users

1. Any student registered with the School,
2. Any member of staff
3. Any other individual who has been provided with an LSE account, and as a condition of receiving it has signed IMT's *Conditions of Use of IT Facilities at LSE* form.

Obligations of users

Use of LSE's IT facilities is governed by the [Information Security Policy](#)

Users are also required to comply in every respect with the *Conditions of Use of IT facilities at LSE*. In doing so they must:

- Keep data in a manner suitable to its data classification, as defined in the School's [Information Classification Standard](#)
- Respect others' intellectual property
- Avoid activities which may lead to criminal liability, including use of pornographic material
- Avoid keeping of others' personal data unless registered
- Not produce or pass on any material which could be considered defamatory

- Understand that the School will impose severe penalties - up to expulsion or dismissal or even referral to the police - in order to protect the interests of IT users and to safeguard the reputation of the LSE.

Detailed regulations and conditions

Authorised users are also expected to be familiar with and comply with the following documents:

- The School's Disciplinary regulations for students (published in the *School Calendar*) or the *Terms and Conditions of Employment for Staff* (published in the Staff Manual)
- The *Rules of the Computer Classrooms and Areas*
- As the School's network is connected to the Internet via the Joint Academic Network (JANET), any activity that involves the use of the Internet must comply with the [JANET Acceptable Use Policy](#).

The School does not tolerate racial or sexual harassment in any form whatsoever nor any discrimination on racial or ethnic grounds or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs. This includes any material created or distributed using the School's IT facilities.

Permissions

Authorised users who publish information relating to, or on behalf of the School, or which may reasonably appear to be on behalf of the School, must ensure that they have obtained the requisite permission to do so. Explicit permission must also be obtained for the use of the School's name, logo or crest in any publication, including documents made available on the Internet, and may only be used for official School documents.

Access to the systems

Authorised users are provided with access to the School's IT facilities by means of a username and password. Users must take all reasonable steps to keep their passwords confidential and not disclose them to anyone else. If an authorised user believes that their password has become known to anyone else, the password should be changed at the earliest opportunity.

Any user who, for whatever reason, comes to know the password of any other user must not attempt to obtain access to the School's IT facilities using that password nor disclose it to any other person. Use of a password by anyone other than the authorised person may be treated as serious misconduct.

Penalties

Failure to observe this policy will be considered a serious matter by the School and may result in the right to access IT facilities being withdrawn. The Terms and Conditions of Employment for Staff and the Disciplinary regulations for students provide for disciplinary action on the grounds of various forms of misconduct.

Misuse of the School's IT systems may also result in court proceedings, including criminal liability.

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