

Introduction

This is the MOD Acceptable Use Policy for Users of MOD Information Technology equipment and Telecommunications networks (AUP).

It applies to everyone who uses MOD owned or leased Information Technology equipment and Telecommunications networks (MOD IT and Telecoms) including personal computers (whether or not connected to a network), laptops, terminals, Personal Digital Assistants (PDAs), computer kiosks, printers, fax machines, photocopiers, video conference facilities and telephones of all types.

It covers:

- What is Acceptable Use?
- What is Unacceptable?
- Personal Use of MOD IT and Telecoms;
- System Back-ups and Monitoring;
- How to Report Unacceptable Use.

You must abide by this AUP in order to use any MOD IT and Telecoms.

Some systems require you to acknowledge this AUP before allowing Log On. However, the AUP is applicable to everyone who uses MOD IT and Telecoms, irrespective of whether specific confirmation is required.

If you are found to have contravened this AUP, the MOD may take disciplinary action against you. Serious breaches could lead to prosecution.

What is Acceptable Use?

The MOD defines Acceptable Use as the use of MOD IT and Telecoms in support of official core business, or any other permitted activity highlighted by this AUP. This includes official trade union business, MOD sponsored training or educational courses, and limited personal use.

Many UK laws govern the way that you use MOD IT and Telecoms. This AUP will help you to comply with these laws, as well as guide you on acceptable and unacceptable behaviour.

It also informs you of, and helps you comply with, MOD policies.

Some activities are legal on your own computer at home, but are prohibited by the MOD.

As always, the MOD expects you to exercise a high degree of honesty, integrity and respect for others. This applies as much when you are using MOD IT and Telecoms as at other times.

Many of the systems covered by this AUP also have their own Security Operating Procedures (SyOps). In addition to abiding by this AUP, you must also comply with the SyOps for the system that you are using.

JSP 740 AUP Version 1 Not Controlled When Printed or Copied

What is Unacceptable?

YOU MUST NOT KNOWINGLY USE MOD IT OR TELECOMS TO:

- Access, store or transmit offensive, indecent or obscene material or abusive images and literature;
- Access, store or transmit material which can reasonably be considered as harassment of, or insulting to, others;
- Access, store or transmit material obtained in violation of copyright or used in breach of a licence agreement;
- Transmit spam (electronic junk mail) or chain email;
- Store or transmit material that could reasonably be expected to embarrass or compromise the MOD;
- Conduct commercial activities which are not connected to MOD business;
- Undertake any form of gaming, lottery or betting;
- Undertake any form of share dealing;
- Offer items for sale, or place bids on, commercial auction sites (such as eBay™);
- Participate in Chain Schemes (such as pyramid selling);
- Create, store or send material designed to mislead people about who originated or authorised it (e.g. through misuse of scanned signatures);
- Attempt to compromise MOD IT and Telecoms, prevent legitimate access to them, damage them or seek to cause degradation of performance or a denial of service;
- Attempt to gain unauthorized access to MOD IT and Telecoms or content for which you do not have permission (i.e. Hacking);
- Attempt to access, amend, damage, delete or disseminate another user's files, emails, communications or data without the appropriate authority.

Any breach of this policy may result in disciplinary action.

Serious offences may lead to dismissal and possibly prosecution, the penalties of which may include a custodial sentence.

Personal Use of MOD IT and Telecoms

The rules for personal use of official telephones are in JSP 451. In general, official telephones must not be used for personal calls. There are a few exceptions, including genuine emergency, and where you are paying for the calls personally through a charge card.

The MOD does not impose a blanket ban on personal use (i.e. any use that is not part of MOD business or an individual's official duties) of MOD IT and Telecoms. However, personal use may be withdrawn for operational reasons or if abused and is subject to these directives:

PERSONAL USE MUST NOT

- **be unacceptable as defined by this AUP;**
- **infringe any system SyOps;**
- **incur significant cost to the MOD;**
- **involve storage or transmission of large amounts of data;**
- **interfere with your official duties.**

The MOD accepts no liability for any loss or detriment suffered by you through personal use of MOD IT and Telecoms.

The MOD does not provide a secure transaction system for any information passed, or purchase made, for personal use.

If you create, send, import or store personal information on any MOD IT and Telecoms, you do so entirely at your own risk.

System Back-ups and Monitoring

Any personal information that you enter on any MOD IT and Telecoms will, in general, be handled in the same way as business information. For example, data on the MOD's main networks and transaction logs are routinely backed up by the service supplier, and will be stored for a period of time.

The MOD seeks to safeguard users of its networks from inappropriate activities and unacceptable material. One of its safeguards is monitoring. All MOD IT and Telecoms may be monitored for compliance with current legislation and MOD policies.

Monitoring also has the following purposes:

- to establish compliance with MOD policies on electronic working;
- to investigate any suspected or actual breaches of MOD policy;
- to investigate security procedures and system performance;
- to gather evidence for investigative or disciplinary purposes;
- to facilitate other legal and security purposes.

Any personal information collected during monitoring will only be used for the purposes for which it was collected, except where it reveals information that the MOD could not reasonably ignore (e.g. evidence of gross misconduct).

Monitoring is not conducted for the purposes of establishing performance or efficiency of employees (except where local agreements have been negotiated which rely on agreed automated performance measures).

**If you don't want the MOD to know about it,
don't use MOD IT and Telecoms.**

How to Report Unacceptable Material or Unacceptable Use

