



Acceptable Use Policy

Software and equipment provided by Signum, or purchased at its direction, or utilized for its purposes as directed by it, are all covered by the provisions of this policy document setting out what is acceptable use. This policy also applies to systems and software accessed remotely but at the direction or request of Signum. It relates equally to employees of the University and independent contractors whose services are engaged by it.

General

Equipment provided by Signum or purchased at its direction should be used in accordance with instructions given. Limited personal use of such equipment is acceptable provided that it is not for commercial or illegal purposes and it does not impact negatively upon the tasks given or the interests of the University.

All use should be conducted in accordance with applicable legislative requirements including in relation to data protection and health and safety.

Where systems or software is secured by devices or mechanisms such as keys or passwords these must be protected and no access by any third party is permitted unless specifically authorized by Signum University.

In your use of any equipment, software or system you may not access or distribute illegal material.

Property owned by Signum should be returned to it, or disposed of in accordance with its instructions, when your task, employment or association with the University ends.

Communications Systems (Including Email)

Except for purposes of academic study or research, as specifically approved by Signum, and any other applicable authorities, you may not receive, send or otherwise distribute or promote sexually explicit or other illegal images or information, which encourages, or includes instructions on the performing of illegal acts, such as terrorism and computer hacking. You further may not use any communication system to circumvent copyright restrictions or to access any other material to which you are not entitled.

You may not make any representation on behalf of Signum which has not been authorized, either directly or implicitly by any role and duties you have been assigned. Nor may you use any communication system to impersonate or make false representations of yourself as any person, company or other entity which you are not.

No communication system may be used to harass, bully, intimidate, stalk or otherwise cause distress to another person.

All communications should be lawful and you may not utilize any system to falsely accuse, denigrate or otherwise demean an individual, company or other relevant entity.

Nothing in the above clauses shall however limit your legally-protected rights to criticize managers or policies of Signum, to organize labor, including protests or to discuss concerns with other workers or trade union representatives.