



**RCSI Bahrain**  
**ICT Acceptable Usage Policy**  
**October 2023**

## Policy / Regulation History

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## 1 PURPOSE

Computers, computer systems and networks are provided by the RCSI Bahrain and RCSI Dubai, for use by staff and students in pursuance of legitimate activities: educational, research and administrative. Computer resources may not be used for illegal, recreational or significant personal use. Their use is subject to the regulations below.

- Do not engage in activities that waste computing resources (people, capacity, network, data etc). In particular, this includes the electronic transmission of large files of no relevance to legitimate activities.
- Any abuse of the system for personal use will be subject to disciplinary action up to and including dismissal.
- Do not use computer resources to access or process offensive, obscene or indecent material.
- Do not engage in any activities liable to disrupt or deny computing resources to other users.
- Do not reveal your password to others or allow use of your account by others. This includes family and other household members when work is being done at home. You are
  - responsible and accountable for all activities carried out under your username. You will have responsibility for access under your password and hence will also have responsibility for
  - illicit use of that password, with or without consent. You shall adhere to good password practice, for example changing your password every 90 days.
- If you receive any offensive, unpleasant, harassing or intimidating messages via email, you are requested to inform the ICT Department immediately on 17351450 ext. 2421 or send an mail to [helpdesk@rcsi-mub.com](mailto:helpdesk@rcsi-mub.com). It is important that such e-mails be traced as quickly as possible.
- Do not interfere in any way with information belonging to another user. Do not access or make any un-authorized copies of data belonging to others.
- Do not connect un-authorized equipment to the RCSI Bahrain or RCSI Dubai networks or public data networks (e.g. modems, sniffers, protocol analysers, PC's, laptops).
- Do take adequate precautions to protect the computing resources of the RCSI Bahrain or RCSI Dubai from malicious software (e.g. viruses, Trojan horses, worms, email bombs etc), and undertake to update antiviral software on a regular basis.

- Do not impersonate or send email messages whose header fields have in any way been altered, or where the message appears to originate from someone or somewhere else.
- Do not undertake any actions that will bring the name of RCSI Bahrain or RCSI Dubai into disrepute.
- Do abide by all licensing agreements entered into by the RCSI Bahrain or RCSI Dubai with other parties.
- Do not infringe any copyright of documentation or software. The ease with which files can be downloaded from the Internet or 'cut and paste' materials from electronic sources increases the risk of infringement of rights of others, particularly intellectual and proprietary rights.
- Do not engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- You agree not to engage in any activity that is illegal under national or international law.
- You agree that all activity on RCSI Bahrain or RCSI Dubai Network is monitored and audited for breaches to the acceptable usage policy, this includes email and internet access.

**Notes:**

- RCSI Bahrain and RCSI Dubai reserve and intends to exercise the right to review, audit, intercept, assess and disclose all messages created, received or sent over the electronic mail system for any purpose. Notwithstanding the organisation's right to retrieve and read any electronic mail messages, such messages should be treated as confidential and accessed only by the intended recipient. Users of organisation's facilities are not authorised to retrieve or read any email messages that are not sent to them. However, the confidentiality of any message should not be assumed: even when a message is erased it is still possible to retrieve and read that message.
- 'Hacking' (un-authorized breaking into networks/computers) may result in criminal prosecution. Persons found contravening these regulations will be subject to the organisation's disciplinary procedure up to and including dismissal, and/or criminal procedure.

## **2 POLICY OBJECTIVES**

The objectives of this policy are to:

- Provide systems that are suited to their purpose.
- Provide and maintain safe ICT equipment in a suitable environment, and to ensure safe working practice in the operation of ICT equipment.
- Provide technical support for staff and students and for the maintenance of IT equipment through an in-house IT team for RCSI Bahrain, and through a local contractor for RCSI Dubai.
- Ensure that the organisation achieves best value in its ICT provision.
- Ensure that ICT facilities are adequately secure.
- Ensure that users are aware of and fully comply with the relevant legislation, policies, procedures, guidelines and standards.
- Ensure safe, and socially and environmentally responsible disposal of equipment.
- Ensure that RCSI Bahrain plays an active and responsible part in the wider higher education community in its use of information technology.

## **3 POLICY SCOPE**

- All staff and students of RCSI Bahrain and RCSI Dubai and all other users authorised by the organisation to use RCSI Bahrain and RCSI Dubai ICT resources.
- The use of organisation owned, leased, rented and on-loan facilities. They also apply to all private systems, whether owned, leased, rented or on-loan, when connected to the organisation's network directly or indirectly.
- All organisation owned or licensed applications or systems
- The ICT systems covered include servers, workstations, desktop computers, portable computers, handheld computers, communications equipment, photocopiers, telephones, facsimile machines and audio visual equipment (where connected to the network) installed anywhere in RCSI Bahrain or RCSI Dubai or on their network, or operated on behalf of the organisation at another location.

#### **4 POLICY CONTENT**

- Access to ICT Systems and Resources
- Conditions of use of ICT Systems and Resources
- Use of e-mail
- Use of the Internet
- Procedures for acquisition of hardware and software, in an effort to maintain consistency and overall value for money in relation to purchase.
- Equipment supported and maintained by the ICT Department is listed and provision made for equipment not covered by the policy.
- Guidelines for connecting peripheral equipment to the network are covered within the policy.
- Remote access to services for staff, students and third-party operators is defined
- Use of, purchasing and disposal of all ICT related equipment is dealt with.
- Procedures for system backup are discussed at length, providing guidelines to users and administrators of the system.
- Repercussions for breach or non-compliance with the ICT policy are dealt with.

#### **5 POLICY STATUS**

- It is a condition of employment that staff will abide by organisation's Rules and Policies of which IT Policies are a part.
- RCSI Bahrain an RCSI Dubai Rules and Policies, including IT Policies, are an integral part of Student Regulations.
- IT policies are an integral part of the organisation's Policies to which contractors must adhere to.

#### **6 RELATED DOCUMENTS**

- ICT Backup and Retention Policy
- ICT Standard Equipment Policy