

Last updated: October 2021

## St Cross College IT Rules

These rules apply to all use of the IT, Audio/Visual and network equipment in all St Cross College buildings, and across the college campus. These specify what is considered to be unacceptable behaviour and misuse, as well as what may infringe licence or copyright laws or may be otherwise illegal. All use of computing facilities is explicitly governed, not only by the St Cross College rules; but also, by the University rules, as detailed on the following web page:

<https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002>

The College regards IT misuse as a serious matter, which may warrant disciplinary proceedings; including fines. Offenders who infringe any of these regulations, will be reported to the Dean and in some cases to the Proctors, and will be prevented from using the St Cross College computing facilities for a period of time, dependent on the severity of the misuse. Misuse of computing and network facilities and unacceptable behaviour include (but are not limited to) the following:

1. Attempting to use someone else's username and password with or without their consent, or generating messages which appear to originate from another person or otherwise attempting to impersonate someone else;
2. Sharing your password(s) with someone else or being otherwise careless with passwords, such as writing passwords down in a notepad or on post-it notes. We strongly advise that you use a password manager to help you manage your accounts securely;
3. Attempting to gain unauthorised access to any facility, account or software, or disregarding the privacy of other people's files;
4. Sending any digital messages which are abusive or a nuisance or otherwise distressing (the College and University regulations on Harassment apply);
5. Sending spam, chain mail or hoax virus alerts, or sending unsolicited mass mailings to other users outside of official mailing lists which you are personally responsible for;
6. No illegal content or material must be accessed, attempted to be accessed, viewed or stored whilst using the St Cross College network or IT facilities;
7. Software piracy, including infringement of software licences or copyright provisions;
8. The use of any peer-to-peer software or torrent clients to download copyrighted or illegal material, is strictly prohibited;
9. The use of unlawful streaming sites to access copyright protected materials is strictly prohibited;

10. The use of any bandwidth-intensive network communication software is only permitted with the explicit and prior approval of the College IT Manager;
11. Trying to interfere with someone else's use of the IT facilities or disregarding computer and network etiquette;
12. Using the St Cross College IT facilities for commercial gain or any illegal activities;
13. Physically tampering, damaging or otherwise interfering with the IT facilities including deliberately attempting to change or unplug any hardware, without the explicit permission of the IT Manager, is strictly prohibited;
14. Attempting to plug any of your personal/BYOD devices into any St Cross College Ethernet data ports, without explicit approval by the IT Manager is strictly prohibited, we provide all students with wireless network connectivity (EduRoam & OWL) throughout the college campus;
15. Using any personal wireless network equipment in any College building across the campus, except where explicitly authorised by the College IT Manager in advance. This includes all wireless routers, wireless access points, extenders and signal boosters etc. The College runs its own wireless network infrastructure (offering EduRoam & OWL) and each St Cross College owned HOR accommodation room, is equipped with a dedicated Juniper Mist AP12 wireless access point. You must not unplug, remove or attempt to tamper or reconfigure the Juniper Mist AP12 in any way, this includes trying to connect your personal/BYOD devices directly into the AP12 or Ethernet the data port in your room. if you have an issue with wireless connectivity in your room, please raise an IT support ticket with the St Cross College IT team, by emailing [itsupport@stx.ox.ac.uk](mailto:itsupport@stx.ox.ac.uk)

Our wireless network is directly connected to the central Oxford University wireless infrastructure and connections to these networks are permitted, subject to the University's regulations for wireless networking available on the following web page:

<https://help.it.ox.ac.uk/mobile-wireless-networking-regulations>

16. Unauthorised persons are not permitted to enter or attempt to enter any of the IT facilities or IT equipment rooms or cabinets/racks across the St Cross College campus;
17. All personal/BYOD devices connected to the St Cross College wireless network (EduRoam or OWL) must be up to date with the latest security patches for your operating system and apps and anti-virus software must be installed and kept up to date at all times. The Sophos anti-virus software (free to use by all Oxford University students) must be used, unless explicit dispensation from this rule is given by the St Cross College IT Manager.

18. Only the DHCP IP addresses dynamically allocated to each student for their devices may be used for connection to the St Cross College network; no other IP addresses, whether with or without others' consent, may be used in substitution for any dynamically allocated IP address(es) for a given student's devices.

If you have any questions relating to any of these rules, please feel free to send them to the St Cross College IT team via email: [itsupport@stx.ox.ac.uk](mailto:itsupport@stx.ox.ac.uk)