

## Internet Usage Policy

### 1. Online Security:

Online security is the most important aspect of your connection. Internet users whose connections are always “on” are vulnerable.

Always make sure your computer equipment and other gadget(s) including your mobile device are secure by following the steps below:

1. Firewall - a firewall provides a protective barrier between your device and potentially harmful codes.
2. System Password - secure your device by setting a password that needs to be entered every time you log-in to your gadget.
3. Operating System Updates - software updates help shield your device from vulnerabilities by plugging the loopholes in the operating system.
4. Antivirus - antivirus software protects your device against most malware and viruses which can jeopardise your online security.

### 2. Terms and conditions:

You are granted permission to access Hartley Hall of Residence’s Network namely (HHR) for the duration of your stay on the condition that you comply with the following:

1. Any breaches of “the Computer Misuse Act” may constitute a criminal offence. Breaches of this Act includes (but not exclusive to) hacking, copyright abuse, obtaining and using other peoples' passwords without authority and unauthorised modification of computer material.
2. You must not try to gain unauthorised access to any other system.
3. This service is being provided for the purposes of “not-for-profit” research or “personal educational development” only. Thus, the operation of personal businesses and companies is **STRICTLY** prohibited.
4. You must not do anything which might cause harm of any sort to any gadget anywhere, or to any of the programs or information on any computer within the system. Also, you must not allow harm to occur by your negligence.
5. You must not download, generate, change, make use of materials including software, store, print or transmit obscene materials including pornographic, offensive or of illegal nature or information which can reasonably be judged to be inappropriate or offensive. This includes:
  - a. Harassment and/or bullying via email or other forms of electronic communication;
  - b. Corrupting or destroying other users’ data;
  - c. Violating the privacy of other users and the propagation of chain email (such as defamatory material);
  - d. Copyright infringement of another person or breaches confidentiality undertakings.
  - e. Disrupting the work of other users;

## Hartley Hall of Residence

6. The use of Peer-to-Peer (P2P) software applications on the Network which are used for the download or sharing of copyrighted material for which you do not hold the copyright could result in legal action being taken against you from the rightful copyright holders.
7. You should respect that the connection is shared between users within the residence using the network and avoid activity which causes inconvenience to others especially at peak time or such period of the year when deadlines and coursework are due.
8. The Service is provided without warranty. No guarantee or warranty can be made that the Service will not be interrupted, error free or virus free. We accept no liability for, and you will not be entitled to claim against Hartley Hall of Residence or its management staff in respect of any direct, indirect, consequential or incidental damages or losses arising from use of the Data Connections, the unavailability of the Service, or loss of data and/or damage.
9. Under exceptional circumstances, you will be required to cooperate with inspection of any of your gadgets and/or computer equipment.
10. To notify The Office Manager immediately and promptly **in writing** any breach or infringement of the Service of which you become aware.

You are bound by the above as the above terms and conditions form part of your tenancy agreement while using the Service.