



JESUIT WORLDWIDE LEARNING  
HIGHER EDUCATION AT THE MARGINS

Learning Together to Transform the World

## Acceptable Use Policy

This Acceptable Usage Policy covers the security and use of all information, software programs and IT equipment used and owned by Jesuit Worldwide Learning (JWL). This policy applies to all Staff (\*as defined below), Students and agents. This policy applies to all information, in whatever form, relating to JWL activities worldwide, and to all information handled by JWL relating to other organisations with whom it collaborates. This policy also covers all IT and information communications facilities operated by JWL or on its behalf.

JWL Staff\* and Students agree not to misuse the JWL HeLP learning platform (learning management and student information systems) and its related services/content, email, mobile IT equipment (including laptops and tablet devices), JWL Website, JWL Social Media outlets and JWL email services ("Services") or help anyone else to do so. For example, Staff\* and Students may not do any of the following in connection with these Services:

- probe, scan or test the vulnerability of any system or network, unless done in compliance with the JWL IT Team;
- breach or otherwise circumvent any security or authentication measures;
- access, tamper with or use non-public areas or parts of the Services, or shared areas of the Services where Staff have not been invited to do;
- interfere with or disrupt any user, host or network, for example by sending a virus, overloading, flooding, spamming or mail-bombing any part of the Services;
- access, search or create accounts for the Services by any means other than our publicly supported interfaces;
- send unsolicited communications, promotions or advertisements, or spam;
- send altered, deceptive or false source-identifying information, including "spoofing" or "phishing";
- leave their user accounts logged in at an unattended and unlocked computer;
- use someone else's user ID and password to access JWL IT systems;
- leave their password unprotected (for example writing it down);
- attempt to access data that they are not authorised to use or access;
- store JWL data on any non-authorized JWL equipment without explicit permission;
- give or transfer JWL data or software to any person or organization outside JWL without the authority of JWL;
- publish or share materials that are unlawfully pornographic or indecent, or that contain extreme acts of violence or terrorist activity, including terror propaganda;
- advocate bigotry or hatred against any person or group of people based on their race, religion, ethnicity, sex, gender identity, sexual orientation, disability or impairment;
- harass or abuse JWL personnel or representatives or agents performing services on behalf of JWL;
- violate the law in any way, including storing, publishing or sharing material that's fraudulent, defamatory or misleading; or
- violate the privacy or infringe the rights of others.

### Internet and email Conditions of Use

Use of JWL internet and email is intended for organizational purposes only. Staff\* and Students use is permitted where such use does not affect their performance, is not detrimental to JWL in any way, not in breach of any term and condition of any agreements in place and

does not place the individual or JWL in breach of statutory or other legal obligations. All Staff\* and Students are accountable for their actions on the internet and email systems. Staff\* and Students may not:

- Use the internet or email for the purposes of harassment or abuse;
- Use profanity, obscenities, or derogatory remarks in communications;
- Access, download, send or receive any data (including images), which JWL considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material;
- Store personal files such as music, video, photographs or games on JWL equipment;
- Use the internet or email to make personal gains or conduct a personal business;
- Use the internet or email to gamble;
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam;
- Place any information on the Internet that relates to JWL, alter any information about it, or express any opinion about JWL, unless they are specifically authorised to do this;
- Send unprotected sensitive or confidential information externally;
- Make official commitments through the internet or email on behalf of JWL unless authorised to do so;
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval;
- In any way infringe any copyright, database rights, trademarks or other intellectual property;
- Download any software JWL equipment from the internet without prior approval of the JWL IT Department.

Anything JWL Staff\* and Students install, download, upload, browse, receive in email, send in email, or store in any form on an JWL-owned device (e.g., desktops, laptops, tablets, phones, servers, anything else in between, and any backups JWL may have of these files) is subject to JWL's to review and/or delete at any time. Personal files do not belong on JWL owned devices. Personal files belong on personal devices that the JWL does not own. JWL-owned equipment is on loan to JWL Staff\* and Students to accomplish their work and studies. JWL Staff\* and Students can, at any time, be required with or without cause, to promptly return any loaned JWL equipment.

**All breaches of JWL's policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in guidance with JWL procedures and if applicable local law.**

### **Your Responsibilities**

Your use of our Services must comply with JWL Acceptable Use Policy. Content in the Services may be protected by others' intellectual property rights. Please do not copy, upload, download or share content unless you have the right to do so.

JWL may review your conduct and content for compliance with these Terms and JWL's Acceptable Use Policy. You may use JWL's Services only as permitted by applicable law and international regulations where JWL operates as an organization.

\* Definition of JWL Staff: JWL staff refers to and is defined as, but not limited to, employees (full & part-time), temporary staff including students and volunteers (non-paid), tutors and teachers (either paid or non-paid), all third-party contractors and freelancers, independent contractors (includes Subject Matter Experts), which are either contracted by JWL or another organization that is contracted or has an agreement with JWL.