











## GBS IT Acceptable Usage Guidance

This article is an added guidance on GBS IT Acceptable Usage Policy. The GBS IT Acceptable Usage Policy applies to all users and the term GBS User mentioned in this document refers to staff, students, research assistants, visitors/anyone using GBS IT resources. Term GBS IT Device refers to any device or system owned by GBS including but not limited to laptops, desktops, mac books, mobile phones, tablets, projectors etc

### Acceptable Use



## IT ACCEPTABLE USAGE GUIDANCE DO'S

<p>Adhere to all company policies</p> 	<p>Use Credentials to login- Password and MFA</p> <p>Safeguard Credentials</p> <p>Use own username and password</p> 	
<p>Verify and update laptop software within a 14-day timeframe.</p> 	<p>Scan removable media by Anti-Virus Software before use</p> 	<p>Ensure anti-virus software (like Watchguard EDPR) is running on your GBS Devices</p> 
<p>be diligent and careful on social media posts</p> 	<p>For GBS Devices, take support of IT services and do remove unsupported apps</p> <p>do remove apps no longer needed</p> <p>install additional apps</p> 	
<p><b>Personal Devices</b></p> <p>adhere to GBS Bring Your Own Device Staff Policy &amp; GBS Bring Your Own Device Student Policy to access GBS resources using personal devices</p>  		<p><b>Return IT assets upon end of employment</b></p> 

## Unacceptable Use



## IT ACCEPTABLE USAGE

### GUIDANCE

### DO NOT'S



<p>Do not store GBS data on personal cloud space</p>  <p>Do not store GBS data on removable media without authorisation &amp; encryption</p>	<p>Do not access unauthorised data</p>  <p>Do not use any other person's username and password</p>	
<p>Do not send bulk emails</p> 	<p>Do not use GBS Email id on sites not related to work</p> 	<p>Do not change software settings</p>  <p>Do not install software on GBS Devices</p>
<p>Do not post message on social media that could damage institution's reputation</p> 	<p>Do not use GBS Email or GBS Internet or GBS IT devices for:</p> <ul style="list-style-type: none"> <li>promoting any unlawful act</li> <li>gambling or gaming</li> <li>purpose of harrasment or abuse</li> </ul> 	
<p>Do not use GBS Email or GBS Internet or GBS IT devices for transmitting data considered as:</p> <ul style="list-style-type: none"> <li>sexually explicit</li> <li>obscene</li> <li>pornographic</li> <li>discriminatory</li> <li>racist</li> <li>defamatory</li> <li>seditionous</li> <li>homophobic</li> <li>blasphemous</li> <li>abusive</li> <li>illegal</li> </ul> 		<p>Do not monitor or test GBS IT devices or network if not authorised</p> 

- All GBS Users are also bound by GBS's IT policies, when using GBS IT services systems, available at <https://www.globalbanking.ac.uk/about-us/our-policies>
- Personal data if any may be wiped off when device is reported as compromised or lost as well as during surrender of GBS IT devices during change of device or return upon end of employment.
- Do not use and upload GBS Institution data on third party applications and web services without approval from IT Systems Team as well as Information Security Team.
- GBS User must not send or post messages or material on social media that could damage institution's image or reputation – this extends to commenting on or reposting of others content. Only staff who have been authorised to use the company's social networking accounts may do so. Allowing only designated people to use these accounts ensures the company's social media presence is consistent and cohesive.

- GBS User must not attempt or try to check the use of GBS IT devices, systems or IT infrastructure without explicit approval from Head of Information Technology and Services. This includes but not limited to:
  - Network/device discoveries or scanning.
  - Wireless traffic capture.
  - Network Traffic Monitoring.
  - Use of key logging software.
  - Penetration testing.
  - Attempt to access server or system logs.