



Privacy/IT Policy

1. Rushmore seeks to promote and facilitate the proper and extensive use of computing/IT in the interests of learning and research. This also requires responsible and legal use of the technologies and facilities made available to students / course participants / and staff of Rushmore.
2. This Policy is intended to provide a framework for such use of Rushmore's computing / IT resources. It applies to all computing and networking facilities provided by any department or section of Rushmore.
3. Rushmore's computing resources are provided to facilitate a person's work as an employee or student of the School, specifically for educational, training, administrative or research purposes.
4. Use for other purposes, such as personal electronic mail or recreational use of the World Wide Web or Usenet News, is a **withdrawable** privilege not a right. Any such use must not interfere with the user's duties or studies or any other person's use of computer systems and must not, in any way, bring Rushmore into disrepute. Priority must always be granted to those needing facilities for academic work.
5. In order to use the computing facilities at Rushmore, a person must first be authorised. Registration of all registered students are carried out automatically.
6. All users must correctly identify themselves at all times. A user must not masquerade as another, withhold his/her identity or tamper with audit trails. A user should take all reasonable precautions to protect their resources. In particular, passwords used must adhere to accepted good password practice.
7. Management, who has appropriate privileges, has the ability to access all files, including electronic mail files, stored on a computer which they manage.



8. Students' privacy is seen by Rushmore as a privilege and not a right, hence students should not expect to hold or pass information, which they would not wish to be seen by members of staff. Staff is authorised to release the content of a student's files to any member of the staff who has a work-based reason for requiring this access.
9. Files, which are left behind after a student leaves Rushmore, will be considered to be the property of the School.
10. No person shall jeopardise the integrity, performance or reliability of computer equipment, software, data and other stored information. The integrity of the Rushmore's computer systems is jeopardised if users do not take adequate precautions against malicious software, such as computer virus programs. Reasonable care should also be taken to ensure that resource use does not result in a denial of service to others.
11. Conventional norms of behaviour apply to computer based information technology just as they would apply to more traditional media. Rushmore is committed to achieving an educational and working environment which provides equality of opportunity freedom from discrimination on the grounds of race, religion, sex, class, sexual orientation, age, disability or special need.
12. No user shall interfere or attempt to interfere in any way with information belonging to or material prepared by another user. Similarly no user shall make unauthorised copies of information belonging to another user. The same convention of privacy should apply to electronically held information as to that held on traditional media such as paper.
13. Unacceptable use of Rushmore's computers and network resources may be summarized as:
 - a) the retention or propagation of material that is offensive, obscene or indecent, except in the course of recognised research or teaching that is permitted under Mauritian and international law; propagation will normally be considered to be a much more serious offence;
 - b) causing annoyance, inconvenience or needless anxiety to others;



- c) defamation;
 - d) intellectual property rights infringement, including copyright, trademark, patent, design and moral rights;
 - e) unsolicited advertising, often referred to as “spamming”;
 - f) attempts to break into or damage computer systems or data held thereon;
 - g) attempts to access or actions intended to facilitate access to computers for which the individual is not authorised;
 - h) Unauthorized resale of Rushmore’s services or information.
14. These restrictions should be taken to mean, for example, that the following activities will normally be considered to be a breach of this policy:
- a. the distribution or storage by means of pirated software;
 - b. non-academic activities which heavy network traffic, especially those which interfere with others’ legitimate use of IT services or which incur financial costs;
 - c. frivolous use of Rushmore’s owned Computer laboratories, especially where such activities interfere with others’ legitimate use of IT services;
 - d. the deliberate viewing and/or printing of pornographic images;
 - e. the passing on of electronic chain mail;
 - f. the use of departmental academic mailing lists for non-academic purposes;
 - g. the purchase of blank CDs for the purpose of copying unlicensed copyright software;
 - h. The use of other people’s web site material without the express permission of the copyright holder.
15. Any software and / or hard copy of data or information which is not generated by the user personally and which may become available through the use of Rushmore’s computing or communications resources shall not be copied or used without permission of Rushmore or the copyright owner. In particular, it is up to the user to check the terms and conditions of any license for the use of the software or information and to abide by



them. Software and/or information provided by Rushmore may only be used as part of the user's duties as a student of Rushmore or for educational purposes. The user agrees to abide by all the licensing agreements of any software.

(Extracted from the Rushmore Business School's Rules and Regulations, Last Updated Aug 2020)