

## ACCEPTABLE USE POLICY

### 1 Mission

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1.2 Meeting Learner needs and aspiring to excellence

### 2 Regulations

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2.1 The following regulations apply to users of all IT facilities owned, leased or hired by the College, all users of IT facilities on the College's premises and all users of IT facilities connected to the College's networks. Users must also comply with any further specific instructions or regulations displayed alongside computing facilities or on computer screens.

2.2 Use of the IT facilities is subject to the provisions of the Data Protection Act 1998, the Copyright, Designs and Patents Act 1988 (and subsequent regulations), the Computer Misuse Act 1990, Data Protection Act 1998, Anti-Terrorism Crime and Security Act 2001, Regulation of Investigatory Powers Act 2000, Freedom of Information Act 2000, Companies Bill, Civil Contingencies Bill and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000.

2.3 IT facilities are made available, for bona fide educational use, to staff and enrolled students of the College. Other persons may also be authorised to use facilities, by the Director of IT for centrally-provided facilities, or the head of any other relevant unit of the College responsible for a particular facility.

2.4 Users must not cause any form of damage to the College's computing equipment or software, nor to any of the rooms and their facilities and services which contain that equipment or software. The term "damage" includes modifications to hardware or software which, whilst not permanently harming the hardware or software, incurs time and/or cost in restoring the system to its original state. Costs associated with repairing or replacing damaged equipment or software and/or in providing temporary replacements may be charged to the person or persons causing the damage. The costs will be determined by the designated authority.

2.5 Use of certain facilities requires prior registration and the granting of a user code and/or an individual password. The granting of a user code and password will constitute authorisation for use of relevant facilities for the term agreed only. Users must not use another user's code, nor permit or allow another user to use his/her own code. Users must not allow any password associated with his/her code to become known to another user.

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- 2.6 Users must not deliberately introduce any virus, worm, trojan horse or any other harmful or “nuisance” programme or file onto any system or take deliberate action to circumvent any precautions taken by the College to safeguard the security of its computer systems.
- 2.7 Users must not connect any device into the College’s network without prior agreement from the appropriate designated authority. Guest (i.e. non-staff or non-student) users, who if by prior agreement are granted access permissions, must only use those network points, areas and facilities for which permission has been agreed.
- 2.8 Users must not make use of any of the College’s computing equipment to connect to any other computing facilities or commercial services without prior permission and appropriate registration.
- 2.9 Users of networking facilities must follow any rules published for use of the networks and/or any computer systems to which he/she has access over those networks.
- 2.10 The use of any of the College’s computing facilities for commercial gain, for work on behalf of others or for private or personal use (unconnected with a student’s course of study at the College or a member of staff’s legitimate activities) is not allowed unless prior agreement has been made with the designated authority for the facilities and an appropriate charge for that use has been determined.
- 2.11 Certain facilities may be chargeable. Failure to pay outstanding charges may result in withdrawal of services and/or withholding of awards.
- 2.12 Interfering with, or disrupting in any way, the computing services and facilities available to other users, is not allowed.
- 2.13 Smoking, eating or drinking in any student workstation or PC room is not allowed.
- 2.14 Computing facilities provided by the College must not be used to produce, obtain, store, display or distribute material of an obscene, pornographic, offensive or abusive nature.
- 2.15 Computing facilities provided by the College must not be used to abuse or harass anyone, whether or not they are members of the College.

## 3 **Monitoring and Responsibility**

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- 3.1 The College reserves the right to monitor usage of its computing facilities, in order to ensure their proper use according to the above regulations. Such monitoring may be undertaken randomly.
- 3.2 Failure to observe any of these regulations may result in withdrawal of access to IT facilities, local, College-wide or external, at the discretion of the Director of Academy/Faculty concerned. It may also result in a recommendation that the infringement be pursued via the College's formal disciplinary procedures. Infringement of certain regulations may be subject to penalties under civil or criminal law and such law may be invoked by the College.