

ACCEPTABLE USE OF COMPUTERS AND INTERNET POLICY - STUDENTS

Network Security:

1. You must be a registered user with a designated ID to use the BHASVIC network.
2. You must not deliberately:
 - Reveal your network password to anyone.
 - Allow any other user to use a machine that is logged in under your name.
 - Use any ID which is not your own, or use a machine which is logged on with an ID which is not yours.
 - Corrupt, destroy, disrupt or violate the privacy of another user's data or work.
 - Use BHASVIC resources in a way that denies service to other users.
 - Introduce viruses or other disruptive elements to the system.
 - Use encrypted files (unless prior written permission is obtained and the keys or passwords made available to the IT staff).
3. Password Security
 - You should have a password that is not a name or a complete word, nor a common abbreviation. Use eight letters / numbers or more.
 - Do not write your password down.
 - Change your password regularly (you will periodically be prompted to do so by the system). If you do happen to forget your password it can be reset by IT Technical Support, OLC Staff or Reception Staff.

Systems and Software Security

1. You may:
 - Only use applications preinstalled on the network, on the workstation or on college supplied CD-ROMS.
 - Use Floppy Disks, CD-ROMs and USB Memory Cards with the college workstations to transport files to, and from home, although you must ensure files are virus free and compatible with the college systems. You must be aware that the college Antivirus system may automatically delete infected files.
2. You must not:
 - Interfere with the software or hardware configuration of networked equipment or systems in any way
 - Install, download or use any additional software (includes screen savers, wallpaper and games)
 - Install, download or use any images or music files not connected with your college work.
 - Install, download or use any copyrighted material (such as music files), without written consent from the copyright holder.
 - Connect laptops or PDA's to the network or to the college telephone system, unless instructed to do so or if written permission is obtained from a member of the IT Technical Staff.
 - Connect any extra hardware to individual machines, except with prior permission and for college activities only.

Creating, Viewing and Transmitting of Materials

1. You may use the BHASVIC network and computing resources to create, view and transmit work relating to your college activities.
2. You may not create, view or transmit any materials (other than for properly supervised and lawful college research purposes) that are:
 - offensive, obscene or indecent images, literature or other data
 - designed or likely to cause annoyance, inconvenience or needless anxiety
 - defamatory
3. You may not transmit materials that:
 - Infringes the copyright of another person
 - Is unsolicited commercial or advertising material

Use of the Internet

1. You may use the Internet from College for the purposes of collecting and creating materials and data, and to exchange electronic mail related to your college activities.
2. In addition to the restrictions above regarding downloading of files and the types of material you may view and transmit, you may not use the Internet service for:
 - Private use – except when this has been approved by a member of staff, and subject to all of the rules on downloading and viewing materials specified above. Private use will not be allowed if it uses equipment that is needed by other users for work purposes.
 - The use of chat or messenger programs or areas providing those services.

Other General Points

1. You must not do anything on networked equipment that:
 - Wastes staff effort or networked resources, including the time of outside agencies that may be involved with BHASVIC.
 - Could bring the college into disrepute or cause BHASVIC financial or legal penalties.
2. Although security of the Network is maintained and backups of your area are taken regularly, it is your responsibility to ensure that you have your own backups of critical work in case of loss of your files due to accidental erasure.

Network Monitoring

1. Monitoring is governed by the BHASVIC Monitoring of the Computer Network, Internet and email Policy.
2. Computer accounts are the property of the college and are designed to assist in the performance of your work. You should, therefore have no expectation of privacy in any of your stored work.
3. The college has the right to monitor any and all aspects of its telecommunication and computer systems that are available to you, and to monitor, intercept and/or record any communications made or received, including telephones, email or Internet communications. In agreeing to this policy you are consenting to it. In addition, the College wishes to make you aware that Close Circuit Television (CCTV) is in operation for the protection of employees and students.
4. BHASVIC IT Technical staff may:

- Monitor activities on the network, as appropriate, to ensure that the resources are not compromised or the college reputation brought into disrepute.
 - Check the files that any user has in their area at any time, or view activities in progress either directly or remotely to ensure compliance with this Acceptable Use Policy.
5. All BHASVIC staff may ask any user, at any time, to explain their activities on a computer if they believe that it is not work related, or if this AUP is not being complied with in any other way.

Precautionary & Disciplinary Actions

1. IT Technical Staff can at any time temporarily remove a user's access to the network, if any unacceptable use has been made or is suspected.
2. IT Technical Staff may remove files from user areas if they believe that unacceptable use has occurred.
3. If any Student user is found to have contravened the AUP they will have their access to the network removed until the student has discussed the misuse with IT Technical staff.
4. Serious misuse will be referred by IT Technical staff to Senior Tutors and / or other senior staff who will decide on the disciplinary actions necessary, taking into account advice from IT staff. This could result in a letter being sent to the parents / legal guardians of the student, permanent dismissal from the computing network, or even from the college.
5. In some cases the College may be legally obliged to contact the police or other authority if the incident warrants it.
6. In addition, the BHASVIC network is part of a larger network community called JANET, and beyond that, the World Wide Web. The College is responsible for users' conduct on these networks and will implement disciplinary action if our standing as a member of these communities is compromised.

IT Technical Support

The IT technical support staff are there to assist you. If you require further information or help about the use or set up of your computer, or worries about the security of your work, you should contact any of the IT technical support team.

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