

**ACCEPTABLE USE OF COMPUTERS -
STUDENTS**

Last Updated:
Finance & General Purposes Committee:
Corporation Approval:
Review Date:

November 2010
November 2010
December 2010
3 years

ACCEPTABLE USE OF COMPUTERS POLICY - STUDENTS

1. Policy Statement

- The College seeks to provide a modern, stable and secure IT network for all College users at all times.
- We expect users of College IT systems to use them appropriately so that a good service can be maintained.
- As part of our service, elements of our network are open to the World Wide Web through email and web interfaces. We expect users to conform to relevant legal responsibilities and not to bring the College into disrepute.

2. Policy Scope

- The policy applies to all registered students of the College.

3. Policy Purpose

- To protect the College IT systems from intentional or unintentional abuse. This may otherwise lead to a reduction or denial of service to all College users.
- To uphold the legal responsibility on the part of the College to ensure that all users of College IT systems work within the requirements of the relevant Acts, Regulations and Laws detailed in Section 6 - 'Related Documents' below.
- To try to prevent any activity on the College IT networks that could bring the College into disrepute or cause financial or legal penalties.
- To make students aware, through provision of a detailed set of advice and guidance attached as an appendix to this policy, of their individual responsibility to ensure that they do not do anything on College IT systems that would conflict with the purpose of this policy.
- To detail within those guidelines how network monitoring will occur and the range of disciplinary actions to be used if the systems are used inappropriately.

4. Monitoring and Review of Policy

- The policy will be reviewed every three years or more frequently if necessary. The review will be initiated by the Technical Services Manager and the IT Network Manager who will consult with all managers with responsibilities relevant to this policy.
- The attached appendix containing advice and guidance will be reviewed annually and at other times when changes to IT systems, or other procedures mentioned in the guidelines, make it necessary. The College may make such variations to these procedures as it sees fit, subject to informing the students and normal principles of reasonableness and fairness.

5. Related Documents

Internal Documents:

- Child Protection Policy
- College Charter
- College e-mail accounts/ College discussion forums/ social network sites - Student guidelines
- Data Protection Policy
- Equality and Diversity Policy
- Instruments and Articles of Governance
- Policy on Bullying and Harassment Students
- Race Equality Policy
- Student Management Policy
- The Student College Contract

External Documents:

- Communications Act (2003);
- Computer Misuse Act (1990),
- Copyright and Related Rights Regulations (2003)
- Criminal Justice Act (1988),
- Defamation Act (1996),
- Discrimination (age, sex, race, disability, sexual orientation and religion or belief) and Contract Laws.
- Obscene Publications Act (1959),
- Protection from Harassment Act (1997),
- Protection of Children Act (1978),
- Telecommunications Act (1984)

APPENDIX TO THE ACCEPTABLE USE OF COMPUTERS POLICY – STUDENTS

ADVICE AND GUIDANCE

The following is intended to provide students with clear advice and guidelines about how they may use the College IT facilities.

1. Section One – The Network Use and Security

1.1. Network Security

You must be a currently registered student with a designated ID to use the BHASVIC network.

You must not:

- Reveal your network password to anyone or allow any other user to use a machine that is logged in under your name (see password security guidance below)
- Use any ID which is not your own, or use a machine which is logged on under an ID which is not yours
- Corrupt, destroy, disrupt or violate the privacy of another user's data or work
- 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 technical support staff).

Password Guidance:

- You should have a password that is not a name or a complete word, nor a common abbreviation. Use eight letters / numbers or more.
- You must take care not to leave computers logged in under your user ID, which would allow other users to access the network in your name.
- Change your password regularly (you will periodically be prompted to do so by the system). Do not write your password down.
- It is advisable to reset your password before holidays to ensure that it does not expire – which would prevent access to the VLE and your files from home. If you do happen to forget your password it can be reset by IT Technical Support.

1.2. Network Usage

You may use the BHASVIC network and computing resources to create, view and transmit work relating to your College work whilst you are a registered student. Network access rights and saved files will be deleted when you leave the College, so you should not keep files on the network that you will need once you have left.

You may not at any time create, intentionally view or transmit any images, literature or other data that:

- Are offensive, obscene, indecent or defamatory
- Are designed or likely to cause annoyance, inconvenience or needless anxiety – e.g. bullying or harassment of students, staff or others by email or other means.
- Infringe the copyright of another person

1.3. Systems and Software Security

You may:

- Only use applications preinstalled on the network, on the workstation or on College supplied media.

- Use writeable media, USB Memory Cards and e-mail attachments 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.

You may not: (unless you have been guided to as part of your College course):

- Interfere with the software or hardware configuration of networked equipment or systems in any way
- Install, download or use any additional software (includes .exe and other executable files and games)
- Install, download or use any images, music files or other large files.
- Install, download or use any copyrighted material (such as pictures, films, music or word files), without written consent from the copyright holder or an acknowledgement of the original source of the material, as appropriate.
- Connect personal laptops or other mobile devices to the network, other than through the BHASVIC "Guest" wireless system.

2. Section 2 - Internet and e-mail Use

2.1. Internet Use

The Internet is a valuable tool for your College work.

Reasonable private research on the internet is allowed if it does not interfere with your College work, however you must not:

- Take up a workstation which is required by other students for their work (e.g. at peak times in the OLC).
- Play online games or use gambling sites.
- Use Social Networking (e.g. Facebook), chat or similar messaging sites.

All users of the network have their internet use automatically monitored and a record of sites visited is recorded by IT technical support.

2.2. e-mail Use

The College arranges for every student to have an email account which is administered for the College by Google (including setting filters for viruses and spam mail etc.).

- When you send messages outside of the College your mail address identifies the College as being the mail account provider. **You have a responsibility to ensure that the communications that you send do not involve the College in any potentially embarrassing or libellous situations.**
- Students should be aware that the College may access or remove these accounts at any time as they are not your private email account. Misuse of e-mail messages sent from or to these e-mail accounts can inform or be the basis of College disciplinary actions.
- These email accounts will be deleted when students leave the College, so at that time you will lose all stored messages. You should therefore not keep messages that you will require once you have left the College.
- All students will be given guidelines on using College e-mail accounts / College discussion forums and social network sites. For your own safety and security you should follow these guidelines at all times.

3. Section 3 - Maintaining Standards

3.1. Network Monitoring

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.

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. When logging on to the College Network you will confirm that you accept the Acceptable Use of Computers Policy. 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 in the College for the protection of employees and students.

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.

Any member of staff may ask a student to explain their activities on a computer at any time, if they believe that the use may be inappropriate according to this policy and guidelines.

Storage quotas are applied to all network accounts. You are advised to remove all large and unwanted files as soon as possible after using them so that you do not take up unnecessary space on the system. Once you reach your quota, the system will not allow work to be saved until you have cleared sufficient space.

3.2. Precautionary and Disciplinary Actions

- 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.
- IT Technical Staff may remove files from user areas if they believe that unacceptable use has occurred.
- If any student user is found to have contravened this policy they will have their access to the network removed until the student has discussed the misuse with IT Technical staff.
- Misuse will be dealt with under the Student Support and Referral System by IT Technical staff. Appropriate actions will be taken according to the level of misuse
- In some cases the College may be legally obliged to contact the police or other authority if the incident warrants it.
- In addition, the BHASVIC network is part of a larger network community called JANET. The College is responsible for users' conduct on this network and will implement disciplinary action if our standing as a member is compromised.

3.3. Backups and IT Technical Support

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.

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 have worries about the security of your work, you should contact any of the IT technical support team in Room 130.