

BHASVIC

ACCEPTABLE USE OF IT POLICY FOR STUDENTS

Last Updated: September 2025

Review Date: September 2028



BHASVIC Acceptable Use of IT Policy for Students

Digital Use Charter

Be Resourceful. Be Responsible. Be Respectful.

- Use your BHASVIC account only for college work – keep it private and secure.
- Save work in OneDrive/Teams, not USB sticks.
- Use AI wisely: **Copilot** only, record what you used, and never submit AI work as your own.
- Keep your device updated and locked; connect to Wi-Fi via eduroam.
- Treat others with respect online and offline.
- If something feels unsafe, **speak to a trusted adult or the Safeguarding Team**.

1. Purpose and Scope

This policy explains how to use BHASVIC IT systems, devices, and online services safely and responsibly. It applies to all students using College IT resources, whether on College premises or remotely, and to personal devices used for College work.

It protects:

- **You** – your privacy, safety, and learning.
- **Others** – respect and safeguarding.
- **The College** – systems, data, and reputation.

2. Your BHASVIC Account and Passwords

- Use **your own login** and never share it.
- Choose a **long passphrase** (e.g., three random words) and don't reuse it elsewhere.
- Turn on **two-factor/multi-factor authentication (2FA/MFA)** when asked.
- If you think your account is compromised, reset your password and tell IT Helpdesk.
- Do not store passwords in browsers or share them with anyone.

3. Using AI Wisely

(Full guide: *BHASVIC Student AI Guide* and <https://www.jcq.org.uk/exams-office/information-for-candidates>)

What's allowed

- Use **Microsoft Copilot only**, signed in with your BHASVIC account.
- Use AI to **support your learning**, not replace it.
- Always **critically check outputs** and adapt them in your own words.

Five smart ways to use AI

- **Research:** Simplify complex ideas but **verify facts**.
- **Generate:** Create revision aids or examples, then **adapt them yourself**.
- **Practice:** Use AI for quizzes or scenarios but **engage actively**.
- **React:** Check AI outputs for accuracy; rewrite in your own words.
- **Reference:** Record what you used (tool name, date, purpose) and keep screenshots for coursework.

Boundaries

- Submitting AI-generated work as your own = **academic misconduct**.
- Always follow teacher instructions and JCQ rules.
- Never enter personal or sensitive data into public AI tools.
- No harmful, offensive, or impersonation prompts.

4. Academic Integrity

- If AI helps you, **say so**. Include:
 - Tool name (Microsoft Copilot)
 - Date used
 - How you used it
 - Screenshot of your prompt and output
- Failure to declare AI use may lead to penalties under JCQ and College rules.
-

5. Using Your Own Device (BYOD)

- Keep your device **updated**, use a **screen lock**, and connect via **eduroam**.
- Do not bypass College filtering or monitoring.
- Do not connect personal devices to the wired network.
- The College may apply security measures (e.g., selective wipe of College data) if needed.

6. Saving and Sharing Your Work

- Save work in **OneDrive or Teams** – it's secure and backed up.
- Avoid USB sticks and personal cloud storage for College work.
- When you leave BHASVIC (31 August), your access ends – back up your work before then. Accounts are deleted shortly after.

7. Internet, Email and Social Media

- Internet use is **filtered and monitored** for safeguarding and security.
- Need a site unblocked for study? Ask IT – requests go to the Online Safety Group.
- Use College email and Teams for College work; report suspicious messages.
- Be respectful online: bullying, harassment, or sharing harmful content can lead to serious consequences under College rules and UK law (Online Safety Act 2023).

8. Safeguarding and Prevent

- BHASVIC follows **Keeping Children Safe in Education and the Prevent duty**.
- If something online makes you feel unsafe or worried:
- Speak to your Tutor, the Safeguarding Team, or any trusted adult in College.
- Monitoring is in place to protect you and others, not to stop you learning.

9. Monitoring and Enforcement

- All BHASVIC accounts and devices are monitored for safeguarding, security, and compliance.
- This includes AI activity on Copilot when logged in with your BHASVIC account.
- Misuse may lead to disciplinary action under the Student Behaviour Policy, up to and including exclusion, and may be reported to awarding bodies or the police.

10. Examples of Misuse

- Submitting AI-generated work without declaring it.
- Using AI to impersonate someone or create harmful content.
- Attempting to bypass web filters or monitoring.
- Sharing extremist, abusive, or illegal material online.
- Accessing or storing College data on unauthorised devices or services.

11. Where to Get Help

- **IT Helpdesk:** Room 126 or it.helpdesk@bhasvic.ac.uk
- **Safeguarding Team:** Contact details on the Student Dashboard or Student Services
- **Student AI Guide:** <https://bhasvic.sharepoint.com/sites/bha-Home/SitePages/Student-Digital-Induction.aspx#bhasvic-ai-student-guide>
- **JCQ AI Rules:** https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/02/IFC_AI_Assessments.pdf
- **JCQ Information for Candidates:** <https://www.jcq.org.uk/exams-office/information-for-candidates/>

Appendix: Quick Links

- BHASVIC Student AI Guide
- [Exams & Assessment Policy](#)
- [Student Behaviour Policy](#)
- [Safeguarding Policy](#)
- [JCQ AI Guidance](#)

Version: September 2025

Next Review: September 2028

(This policy works alongside the Student AI Guide, Safeguarding Policy, Exams & Assessment Policy, and Student Behaviour Policy. See <https://www.bhasvic.ac.uk/the-college/policies> for full details.)