



# **ACCEPTABLE USE OF THE COLLEGE IT NETWORK POLICY**

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## ACCEPTABLE USE OF THE COLLEGE IT NETWORK POLICY

### 1. Policy Statement

- The College seeks to provide a modern, stable and secure IT network for all College users at all times.
- The College expects 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 internet 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 students, staff employed by the College, Governors, teacher trainees and any other person who is given a staff login account by 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 users aware, through provision of a detailed set of advice and guidelines attached as appendices to this policy and on the College network, of their individual responsibilities 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 guidelines 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 network users and normal principles of reasonableness and fairness.

### 5. Related Documents

Internal Documents:

- Bullying and Harassment Policy (Students)
- Child Protection Policy and Procedures
- Code of Conduct (Staff)
- College Charter
- Data Protection Policy
- Dignity at Work Policy

- Disciplinary (Misconduct and Capability) Policy and Procedures
- Disciplinary Procedures for Senior Post Holders
- Equality and Diversity Policy
- Instruments and Articles of Governance
- Race Equality Policy
- Safeguarding Policy
- Student Discipline Policy and Procedures
- The Student College Contract
- Whistle blowing Policy

Advice on the College VLE:

- BHASVIC Student Welfare – E- Safety for Learners
- BHASVIC Staff - Staff ILT and E-Learning Support Area
- Professional Use of Social Media - College Expectations of BHASVIC Staff
- Email & Social Media Use - A Guide for Students

External Documents:

- Communications Act (2003);
- Computer Misuse Act (1990),
- Copyright and Related Rights Regulations (2003)
- Criminal Justice Act (2003),
- Defamation Act (2013),
- Equality Act (2010)
- Obscene Publications Act (1959 & 1964),
- Protection from Harassment Act (1997),
- Protection of Children Act (1999),
- Telecommunications Act (1984)
- Working Together to Safeguard Children (2013, or most recent)