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**Acceptable Use of Information
Technology Policy
for Students**

August 2015

The Purpose of this Policy

Information and Communication Technology has an increasingly central role within the College both as an educational tool and for administration and communication.

However, in providing these facilities the College must ensure that the system is used in a manner appropriate to the aims of the institution. In particular it seeks to ensure that:
- IT Resources and student time are used effectively.
- Our duty of care for our students is fulfilled.
- The reputation of the College is not jeopardised by inappropriate uses of electronic communication.

This document seeks to make clear what is, and what is not, acceptable.

It is not the intention that this Policy should be used to limit academic freedom but that Information Technology resources should be used in a manner that is legal, ethical, appropriate to the College aims, and not to the detriment of others.

College Wireless Network

The College provides a Wireless Network for all students to use their own devices on. The levels of acceptable and unacceptable behaviour outlined within this document also apply to this. Device ownership is tracked and monitored.

Internet and Email

The College email facility is provided largely for College related communication but may be used for private purposes unless these come under the "unacceptable use" categories below. Students are accountable for the content of any message they send. The security and confidentiality of messages cannot be guaranteed.

Monitoring of Internet and email use is routinely carried out, with web filtering applied to prevent access to unsuitable materials. If a website related to College work has been blocked, requests to unblock must come via a member of staff.

Software and Hardware

College IT Hardware is not to be interfered with outside of standard operating procedures. Any damage caused to equipment via deliberate tampering or acts of vandalism will be billed to the student responsible.

Students must not download or install software onto College IT Systems. This includes public domain software, freeware and shareware. Such actions equate to gross misconduct.

If an item of College IT Property (i.e. Laptop, Netbook, iPod Touch or similar) is issued to a student for use outside of College, the above guidelines must also be obeyed, unless written permission is gained from the IT Manager and a Senior Tutor.

Unacceptable Use and Behaviour

The following practices are considered unacceptable:

1   Intentionally interfering with normal operation of the network, including the propagation of viruses or generating sustained, high volume network traffic that hinders others in their use of the network.

2   Use of another person's ID and/or password, even with their permission. Examining, changing or using another person's files, output or username.

3   Accessing, displaying or disseminating obscene, racist, discriminatory, hateful or otherwise objectionable materials. Sending or receiving material that is obscene or defamatory.

4   Making or posting indecent remarks, proposals or information that may disparage or harass others in any way.

5   Using IT services in any way inconsistent with the College's Equality Policy.

6   Using the Internet or email for games, gambling or illegal activities.

7   Sending or forwarding electronic chain letters.

8   The uploading, downloading or otherwise transmitting commercial software or copyrighted material in violation of its copyright.

9   Downloading, using or distributing software or executable programs from the Internet without verifying that they are virus free.

Monitoring

The College reserves the right to monitor and periodically audit its IT systems including the Internet and email to ensure the integrity of our systems and compliance with this Policy and our legal obligations. The College may need to investigate the content of a student's area, in which case the investigation will be carried out with the supervision of the IT Department.

Disciplinary Procedure

Any student whose actions are in breach of this Policy will be subject to the normal disciplinary procedures. Extreme cases could be considered as Gross Misconduct and may, therefore lead to exclusion.