# Student Guidelines on the Acceptable Use of IT resources

There are certain rules concerning the use of computers, and we ask that you agree to these rules by signing the agreement at the bottom of this page. Please read the following points and the general guidelines about the use of computer systems very carefully and, if you need clarification, ask a member of the staff or any member of the CCSS team. Once you have read and understood the points below please sign the Agreement and keep the top part for your information.

These guidelines apply to all computers, mobile devices, software and data within the college; or belonging to the college but located elsewhere. It includes the use of Student Portal/Moodle. It covers remote access from outside of the college, regardless of which device is used to make the connection e.g. personal computer at home, tablet or mobile phone. These resources are provided on the understanding that they are not misused in a way that will interfere with, disrupt or prevent anyone from legitimately using college resources.

Use of the IT resources are subject to the provisions of the Data Protection Act 1998, Copyright, Designs and Patents Act 1988, Protection from Harassment Act 1997, Communications Act 2003, Malicious Communications Act 1988, Public Order Act 1986, Obscene Publications Act 1959 and 1964, Protection of Children Act 1978, Sexual Offences Act 2003, Sex Offences Act 2003 Memorandum of Understanding and the Computer Misuse Act 1990, Terrorism Act 2006, Prevent Strategy 2011.

1. I will not eat, drink or smoke in any computer room or learning centre unless directed otherwise by a member of staff or notice board

2. I will not use a mobile phone in any computer room or learning centre unless directed otherwise by a member of staff

3. I will respect the login identities and passwords of other users on the network. They will be considered as important as personal keys. I realise that obtaining user identities and passwords without authorisation could be considered as theft

4. I will only use my unique user logon, using other user's logons is prohibited

5. I will respect the data of others. I realise that to read or copy another person's data without permission of that user could be considered theft (even though the files are not physical).

6. I will respect the computer equipment on campus. I will not make modifications to the hardware or software without the express permission of the College.

7. I will not intentionally spread dangerous programmes eg, virus software or use tools to disrupt the network environment

8. I understand that any file I put on the network will be routinely scanned for compliance to the guidelines.

9. I understand that if I allow others to access my user area, this implies that I am giving my consent.  This could result in encouraging plagiarism (cheating) which is a breach of College rules.

10. I will not disconnect cables on equipment or connect other devices to any PC or network resource

11. I will not use the network or any college resource to harass other users through the use, for example, of network 'chat' programmes, network bulletin boards or electronic mail programmes.

12. I will only use my email for educational purposes and I am responsible for all the content of the email I send

13. I will not copy software applications from the network, or download copyrighted material to any device

14. I will use the Internet for the sole purpose of enhancing my education and not seek to access material that is inappropriate. (Please Note - All internet activity is monitored and can be traced back to individual users)

15. I will not play games or waste Internet bandwidth watching content on-line

16. I will use the VLE (Virtual Learning Environment) for my own personal learning only.  I understand that downloading and reproducing resources provided by the college (e.g. workbooks and data files) for any commercial activity is expressly prohibited and contravenes the Copyright of the publishers.

17. I understand if I participate in Chat discussion, online Forums and the College VLE, I will observe the rules of Netiquette and will not post inappropriate comments.

18. I will not access material which is designed or likely to cause upset, annoyance, inconvenience or needless anxiety

19. I will not access material which could be considered menacing, discriminatory, harassing, bullying, fraudulent or confidential/private

20. Sexually explicit material must not be displayed, archived, stored, distributed, edited or recorded using the College network or IT resources. Access to such sites will be blocked from within College networks.

21. It is ILLEGAL to view indecent images of children – therefore, do not open any file that you suspect may contain such images

22. Accessing any resources promoting terrorism or radicalisation as covered in the Terrorism Act and Prevent Strategy (unless for education purposes) For further information please see the Computer Use policy on the VLE or request additional information from the CCSS Team

23. If I need further information I will read the Full Student Computer use policy which is available from the Vle (this document contains only the brief outline of the full policy) If in any doubt please seek help from your lecturer or support member of staff

## Monitoring and Restrictions

The college has systems in place that monitor all Internet activity for breaches in the areas outlined above. If there is any reasonable belief that any of the regulations in this document are being broken (or criminal activities being undertaken), then these will be brought to the attention of college staff. Internet usage is proactively monitored to detect any material promoting terrorism or radicalisation as covered by the Terrorism Act 2006 and the Prevent Strategy 2011. The college will then order the examination of Internet activity, email messages or network account data, in line with legal guidelines and in certain circumstances, the police could be contacted.

For security and legal purposes, the CCSS team can access all data generated when users access/use college systems, and any attempt to engage in activities with the aim of bypassing security or monitoring procedures (e.g. proxies) will be considered in breach of this agreement

By using our systems or resources you agree that all systems and data including emails is monitored and could be accessed for security reasons if needed, all screens are remotely viewable and managed by the CCSS team

## Important when you leave College

Your email and document account remains open for a short period of time (Average 90 days) when you leave the College. We recommend before you leave the College you copy or download your College user files to your own storage device (USB etc), and if you are using any service provided via Microsoft (OneDrive, Email and Office applications) please download any documents you have stored.

If you have signed into any service (Example Office 365 or OneDrive) always ensure you have a backup of your documents. Once you leave the College your entitlement to use these services will stop and access will be revoked, if you are unsure please ask any member of the CCSS team for further advice. If you have installed software from Microsoft or any other vendor, please note your access to these systems will also cease when you leave the college.

If you have added an email forward address, please remove this when you leave the College. If you leave your email forward on, you will still receive College emails up to a year after you leave. It is your responsibility to remove your forward address.

## PENALTIES

Violation of the above agreement could lead to withdrawal and/or suspension of system and network privileges and disciplinary and/or legal action.