



## **IT Acceptable Use Policy for Students**

This Policy documents the College's approach to acceptable use of its IT hardware and software resources by students.

The College provides computers and networked resources for student use in teaching classrooms and other resource areas. As part of this facility, Internet, Internet e-mail and College-owned software are available on the basis that they provide relevant resources to assist students whilst they study.

### **Responsibilities**

By using a computer or mobile device belonging to Coleg Cambria you are agreeing not only to follow the rules in this Policy, but are also agreeing to report any misuse of the College network and resources to a member of College staff. 'Misuse' means any breach of this Policy or any other use that is not included in the Policy and which has the effect of harming another individual or his or her property or breaking the law.

These policies/procedures are reviewed annually prior to each academic year and it is your responsibility to keep up-to-date with any changes. Violation of this policy may result in disciplinary action being taken against you.

### **College IT Resources - Purpose and Use**

The College provides access to its computer hardware, networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with your tutor or the IT Services team to help you decide if a use is appropriate.

### **Privacy**

Network and Internet access is provided as a tool for your education. The College reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the College and no user shall have any expectation of privacy regarding such materials.

### **Copyright and Software Licences**

It is the policy of Coleg Cambria to respect all computer software copyrights and adhere to the terms and conditions of any licence to which Coleg Cambria is a party. The downloading and/or installation of unauthorised software is expressly forbidden. This includes software downloads from the Internet and from email.

Coleg Cambria will not condone the use of any software that does not have a licence and any student found to be using, or in possession of, unlicensed software will be the subject of disciplinary procedures.



## **Network Etiquette**

All users must abide by the rules of network and Internet etiquette, which include:

1. Be polite. Use appropriate language.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you 'meet' on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.
3. Be careful. Do not jeopardise the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others or impersonate another. The password must be at least 8 characters long but longer passwords are more secure. We recommend including using a short phrase that is easy for you to remember.
4. Students should not use the services of the College Internet and/or e-mail to obtain or send such material which contravenes the law or published College policies (articles which are sexist, racist, obscene, or promote illegal behaviour).
5. All e-mail sent from an email account is the responsibility of the individual account holder.
6. The contents of a network account home directory (H: drive) and Google Drive are the responsibility of the individual account holder.
7. Email messages should not be sent to College staff without their prior consent.
8. Students must not tamper with the settings of the network or workstations.
9. Connection of personal devices is permitted using the provided WiFi network. This policy will apply to the use of personal devices while connected.
10. Coleg Cambria does not allow students to install or use unauthorised software or copy or remove software from the College's PCs and/or network.

## **Failure to Follow Policy and Breach of Agreement**

- The use of the College's computer network and Internet connection is a privilege, not a right.
- Any student user found or believed to be using the service inappropriately will automatically have their entitlement to use this facility suspended without notice.
- A student user who violates this Policy and breaches his/her agreement may have his or her access to the computer network and Internet terminated indefinitely.
- The College may take other disciplinary action in accordance with the Student Disciplinary Procedure.

## **Help and Assistance**

If you have any questions regarding this Policy or require help using the College network, please ask an assistant in any of the College's Learning Resource Centres. If you notice someone using the network inappropriately, please inform your tutor or IT Services.