

## **LEARNER NETWORK AND INTERNET ACCEPTABLE USE POLICY**

**Prepared by:** Management Information Manager

**Policy Approved by:**

|                             |          |              |
|-----------------------------|----------|--------------|
| Information Systems Group   | 14/11/02 | Minute 50    |
| Strategic Management Team   | 27/11/02 | Minute 712   |
| Strategic Management Team   | 08/02/06 | Minute 1067b |
|                             | 09/03/09 | Minute 1618  |
| Employment Policy Committee | 11/05/09 | Minute 395   |

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## **Preamble to the Policy**

### **Equal Opportunities**

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender religion, belief and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

### **College Guidelines for Learner Use of IT and the Internet**

#### **1 General**

- 1.1 The College has the right to monitor any and all aspects of its telephone and computer system that are made available to you and to monitor, intercept and/or record any communications made by employees or learners, including telephones, e-mail or Internet communications. To ensure compliance with this policy or for any other purpose authorised under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 staff are hereby required to expressly consent to the College doing so. Monitoring of the content of e-mails will take place only with the written authorisation of the Principal. In addition, the College wishes to make you aware that Close Circuit Television (CCTV) is in operation for the protection of employees and learners.
- 1.2 Learners are responsible for good behaviour on the Internet and in all IT suites, just as they are in a classroom or a College corridor. General College rules apply.
- 1.3 The Internet and IT facilities are provided for learners to conduct research and communicate with others.
- 1.4 Individual users of the Internet and IT facilities are responsible for their behaviour and communication over the network. It is presumed that users will comply with College standards and will honour the agreements they have signed.
- 1.5 Computer storage areas, USB pen drives and floppy disks will be treated like College lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.
- 1.6 During College time, staff will guide learners towards appropriate materials. Outside of College, individuals bear responsibility for such guidance as must also be exercised with information sources such as television, telephones, films, radio and other potentially offensive media.

- 1.7 Staff are responsible for the security of all IT resources. No facilities should be accessed without staff permission and supervision.

## **2.0 GENERAL RULES**

### 2.1 College Network and IT Systems

You must not:

- Reveal you network logon details to others.
- Allow others to use a computer that is logged on under your username
- Use a computer using another users account
- Purposely damage any IT hardware or software
- Corrupt, destroy or violate the privacy of another users data or work
- Waste limited IT resources
- Install any software (inclusive of screen savers, wallpaper and games)
- Store images or music files that not are not related to your college work
- Connect personal laptops or PDA's without prior written permission of the IT Services staff
- Change configurations to any hardware or software
- Violate copyright laws
- Intentionally transmit computer viruses

If you see other learners breaking these rules please report this to a member of staff

### 2.2 Internet and communication systems

You must not use the internet or other college communication systems to:

- Upload / download information that is obscene, sexually explicit, racist, defamatory, incites or depicts violence, or describes techniques for criminal or terrorist acts
- Attempt to bypass the college web filtering software to access banned websites or materials
- Use obscene language
- Harass, insult or attack others
- Violate copyright laws

*If you see other users breaking these rules please report the problem to a member of staff*

### 2.3 Password Security

It is recommended that you:

- Change your password regularly
- Do not write your password down
- Do let others know your password

If you do forget your password it can request that is reset via the LC (Learning Centre) staff

### **3. Sanctions:**

- 3.1 Violations of the above rules will result in disciplinary procedures, which can include a temporary or permanent ban on IT and Internet use.
- 3.2 Additional disciplinary action may be added in line with existing College policies.