ACCEPTABLE USE OF IT POLICY - STUDENTS

Purpose & Scope

New technologies have become integral to the lives of young people in today's society, both within College and in their lives outside College. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:
• that Learners will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
• that college ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The college will try to ensure that Learners will have good access to ICT to enhance their learning and will, in return, expect the Learners to agree to be responsible users.

Furness College aims to promote equality and diversity and to ensure the safeguarding of all learners and staff.

Policy Statement

Learners will be made aware from induction and through their taught sessions to be critically aware of the materials/ content they access on-line and be guided to validate the accuracy of information.

The College will be responsible for ensuring that the College infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented.

College IT systems will be managed in ways that ensure that the college meets the e-safety technical requirements outlined in Acceptable Usage Policy and any relevant E-Safety Policy and guidance.

There will be regular reviews and audits of the safety and security of college IT systems.

Servers, wireless systems and cabling must be securely located and physical access restricted.

All users will have clearly defined access rights to College IT systems. All users will be provided with a username and password managed by the Network Manager, who will keep an up to date record of users and their usernames. Users will be required to change their password every month.

Users will be made responsible for the security of their username and password must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.

The IT technical staff regularly monitor and record the activity of users on the college IT systems and users are made aware of this in the Acceptable Use Policy. Remote management tools are used by staff to control workstations and view user's activity (LAN school). The College reserves the right to use these monitoring systems where appropriate to monitor correct internet and email usage.

An appropriate system is in place for users to report any actual / potential e-safety incident to the nominated safeguarding members of staff.

Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc. from accidental or malicious attempts which might threaten the security of the college systems and data.

An agreed procedure is in place for the provision of temporary access of "guests" (e.g. guest lecturers, presenters, visitors) onto the college system.

The college infrastructure and individual workstations are protected by up to date virus software and firewall security software.

The Acceptable Use Agreement (shown below) is accessed on first logon into the IT systems. This implies that the learner has read, understood and agreed to the rules included in the Acceptable Use Agreement. If the learner does not agree to this agreement, access will not be granted to college IT systems.

Inappropriate Conduct
While using social media/emails in any capacity your actions can damage your own reputation and/or the College's reputation. When communicating either in a professional or personal capacity, within or outside the College environment, learners must not conduct themselves inappropriately. The following are examples of inappropriate conduct:
- Engaging in activities that have the potential to bring the College into disrepute
- Breach of confidentiality by disclosing privileged, sensitive and/or confidential information for example from a work placement
- Making comments that could be considered to be bullying, harassing or discriminatory against any individual
- Posting remarks which may inadvertently cause offence and constitute unlawful discrimination, harassment and/or victimization
- Posting or uploading inappropriate comments, images, photographs and/or video clips about learners, ex-learners, parents or clients.
- Publishing defamatory and/or knowingly false material about the College, other learners or clients
- Engaging in discussions or anything which may contravene the College's equality and diversity policy and may have the potential to cause serious harm to the business.
- Use of offensive, derogatory or intimidating language which may damage working relationships
- Blurring the boundaries of professional and personal life
- Participating in any activity which may compromise your position as a learner at the College
- Behaviour that would not be acceptable in any other situation
- Knowingly accessing, viewing or downloading material which could cause offence to others people, may be illegal or may have the potential to draw people into terrorism.
- Commenting on any course-related matters
- Posting any material that breaches copyright legislation
- Using a college email account to create a personal social media account
- Using social media websites in any way which is deemed to be unlawful

The above examples are not exhaustive. Learners will be held liable for any material published on social media websites that compromise themselves, their colleagues and/or the College.

Learner Acceptable Use Agreement

I understand that I must use college ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:
- I understand that the college will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password securely – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:
- I understand that the college ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the college ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognize that the college has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the college:
- I will only use my personal hand held / external devices (mobile phones / USB devices etc.) in college if I have permission. I understand that, if I do use my own devices in college, I will follow the rules set out in this agreement, in the same way as if I was using college equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites within permitted break times or if allowed directly by the lecturer in an appropriate and professional manner (see Inappropriate Conduct section).

When using the internet for research or recreation, I recognize that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of college:

- I understand that the college also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of college and where they involve my membership of the college community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the college network / internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

The Acceptable Use Agreement (shown below) is accessed on first logon into the ICT systems. This implies that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not agree to this agreement, access will not be granted to college ICT systems.

Learner Acceptable Use Agreement Form (Paper Version)

This form relates to the Learner Acceptable Use Policy (AUP), to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to college ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the college ICT systems and equipment (both in and out of college)
- I use my own equipment in college (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of college in a way that is related to me being a member of this college e.g. communicating with other members of the college, accessing college email, VLE, website etc.