Bexhill 6th Form College

INFORMATION TECHNOLOGY SECURITY & USE PROCEDURES
POLICY NUMBER: TL7

Student IT Acceptable Use Policy

Computers and networks provide access to resources on and off the college site, as well as the ability to communicate with other users world-wide. Such open access is a privilege, and requires that individual users act responsibly. Students must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

All Students are provided with a college email account, other email systems like Hotmail and Googlemail are not supported by the College.

Although students are free to use these other email systems the college recommends using your college account for all college based communications. Reasonable non college work related use of the internet is permitted but should be kept to a minimum and should not interfere with your studies. Excessive use may be classed as a misuse of resources and may lead to disciplinary action.

Bexhill College filters and attempts to block material it considers to be unacceptable.

Students are prohibited to view or download Illegal, distasteful, disparaging or defamatory content that may not have been stopped by these filters.

Any attempt to circumvent content filtering enforced by the college is also deemed unacceptable, which includes the use of proxy sites.

Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Bexhill College or the end user does not have an active license is strictly prohibited.

Examples of misuse examples

- Using a computer or account that you are not authorised to use

- Revealing your account password to others or allowing use of your account by others. This includes family, friends or fellow students

- Misuse of the Network Infrastructure to gain unauthorised access to any college system

- Knowingly performing any act which will interfere with the normal operation of computers, terminals, peripherals, or other devices

- Knowingly running or installing a program intended to damage or to place excessive load on a computer system or network

- Violating terms of applicable software licensing agreements or copyright laws

- Attempting to circumvent data protection schemes, monitoring software or uncover security loopholes

- Deliberately wasting computing resources

- Using any Bexhill College resource, or service to harass or bully others

- Masking the identity of an account or device

- Attempting to monitor or tamper with another user's data, reading, copying, changing, or deleting another user's data or software where not authorized to do so

This list is not exhaustive.

When using a college IT resource students must not:

- Disconnect or tamper with software, hardware, settings or cables

- Eat or drink

- Install any program or routine to any device

When saving data students must:

- Save data in their personal network drive, any files saved onto a USB or other device or site cannot be recovered in the event of data loss

- Your personal network drive is for storing College related data only

System Administrators and Technical staff may periodically access user files or monitor usage as required to protect the integrity of the college policies, computer systems and networks.

Students found in breach of this policy will be subject to the disciplinary procedure.