

## **Acceptable Use Policy**

### **Uxbridge College Information Technology Systems**

The following statements define the expectations of students using IT & Technology systems within Uxbridge College. They do not replace other College policies which are available to students through Moodle. You must accept this policy to continue to use Moodle. Students should be aware that proof of acceptance of the policy will be presented in the case of disciplinary action being necessary. Repeated non-compliance with any of the items listed below may result in formal disciplinary action against you and this could jeopardise your place at the College. The College reserves the right to amend this policy at any time.

#### **Open Access Computing Areas**

- Students are required to wear their ID card at all times. It must be presented to any member of staff in the area on request.
- All students and staff are entitled to be treated with respect. Rude or aggressive behaviour will result in a ban.
- Bypassing College web-filters is strictly prohibited. Students found bypassing College web-filters for any reason will receive a mandatory ban.
- Students are not permitted to use College computers to access social networking sites such as facebook, myspace and hi5 (this list is not considered to be exhaustive and any other site of this type will be considered a violation of this rule). youtube is available to allow students to access useful resources. However, access of inappropriate or copyrighted material on youtube may lead to a ban.
- Students are not permitted to use College computers to access internet relay chat/messaging clients such as msn messenger, aim, icq and skype (this list is not considered to be exhaustive and any other site of this type will be considered a violation of this rule).
- The use of mobile phones in College open access computing areas is prohibited. Students are expected to turn these off before entering the areas.
- Quiet study or discussion is to be observed at all times. Loud disruptive behaviour will not be tolerated.
- Eating and drinking are not allowed. All food and drink must be kept in your bag at all times.
- Do not lock your computer and walk away from it. Your computer will probably be turned off by a member of staff and you may lose your data.
- You may not play games on College computers unless they are part of your course. You will be asked to prove that a game is part of your course if you make that claim.
- CCTV is used to monitor the open access computing areas. Students should be aware that the College reserves the right to use recorded footage in the case of a disciplinary hearing.
- Computers in the open access areas can be booked for up to three hours (depending on local variations and demand from other students). After this, your booking can be renewed by a member of staff but students must take a 15 minute break and leave the area before continuing to work.

- Students are prohibited from opening the printer trays in the open access areas.

## **Email**

- The College may choose to monitor student email if it feels there is cause. Students should have no expectation of privacy in any email sent or received whether it is of a College related or personal nature.
- Inappropriate use of e-mail, Internet, and VLE for students to access, download or transmit any material which might reasonably be considered to be obscene, abusive, sexist, racist or defamatory is not permitted. Students should be aware that such material may also be contained in jokes sent by e-mail. Such misuse of electronic systems will be considered as misconduct and will, in certain circumstances, be treated by the College as a serious disciplinary offence. The College reserves the right to use the content of any student e-mail in any disciplinary process.

## **College Networks**

- Students are expected to use the installed Virus scanning software to scan portable memory devices (usb sticks etc), cd roms and floppy discs before using them on College systems.
- Students are not permitted to install unauthorised software onto College computers.
- Students are not permitted to plug any devices into College data or power networks without seeking the permission of the IT Services team (available in B136).
- Students who give out their password to friends or family and allow the College email or internet system to be used in an inappropriate way will be liable to disciplinary action.

## **Wireless Network Access**

- Students may use their network username and password to access the College wireless network "*uxcolopen*".
- The College takes no responsibility for loss of or damage to equipment students bring in to access the wireless network.
- The College cannot guarantee to be able to support all types of personal IT equipment and will prioritise support for College equipment.