

Bury College Student Computer User Policy 2019-2020

Conditions for Use of any Computing Facility

The following conditions apply to any student using any college computer. In this context computer shall refer to any stand alone or networked computer (or virtual server for remote access) or any computing equipment (laptop/tablet) containing an electronic processor, or peripherals thereof.

- 1 A student shall only use computers for which access permission has been specifically granted (in some cases this may require another form to be completed and acceptance of further conditions). In particular, students are expected to use computer networks to connect only to their own user area. 'Hacking' around the network from a machine which is sited on or off college premises will be treated as an abuse of the overall computer system.
 - a. This means that you will not use anyone's username and password other than your own. Using someone else's username and password automatically constitutes 'non-authorised' access, even if someone else gave you their username and password and gave permission for you to use them.
 - b. If you give your username and password to someone else, you are contributing to 'non-authorised' access, which is prohibited.
- 2 A student shall observe the rules pertaining to Learning Resource Centres and Computer rooms as displayed and shall be responsible for any damage caused as a result of disobeying the rules. In particular:
 - a. Personal stereo equipment and mobile telephones shall not be used in these areas at any time.
 - b. Eating, drinking and smoking are not permitted at any time.
 - c. A student must vacate a room which is booked for a class of which he/she is not a member when asked to do so by a member of staff.
 - d. A student must carry a valid college identity badge at all times.
- 3 A student shall not misuse the electronic mail system, in particular by sending abusive, offensive or disruptive messages or by attempting to bypass restrictions. 'Block' mailing (to many recipients) shall not be used. Electronic mail is not a secure medium and should never be used to communicate sensitive information. The college reserves the right to monitor e-mail usage and content.
- 4 A student shall only use a computer in conjunction with a course of study he/she is following at the college. In particular, no personal, commercial or bureau work on behalf of college or non-college persons or companies, (whether for payment or not) may be done without written prior consent of a member of the Management Team.
- 5 All work done by the student with the assistance of college equipment shall remain the property of the college for the duration of the course and the college reserves the right to confiscate any unauthorised or inappropriate material.
- 6 No person or persons shall, by any wilful or deliberate act, jeopardise the integrity of the computing equipment, its systems software or other stored information. Neither shall they attempt to install any new software that has not been authorised by a member of IT Services Team on any computer in the college. This also refers to music files (mp3 etc) and video files unless directly required for your course study in this case written permissions will be required from your tutor with consultation with the IT Services Team.
- 7 A student using a computer which is linked to the Internet shall only access work which is appropriate to their course of study. At no time shall they access or reproduce any material which the college considers to be offensive or distasteful or which is classed as illegal. The college reserves the right to monitor Internet and e-mail usage. Logs of access may be used in any disciplinary proceedings. The college employs a sophisticated filtering and logging process for the college Internet activity. Any student found to be attempting to by-pass this will immediately be in breach of this policy.
- 8 Every person authorised to use a computing resource is expected to treat the information which is available on the system as confidential. No part of this information shall be copied, modified or used without the permission of the appropriate person. In particular this applies to software for which special copyright conditions apply.

- 9 The transmission, storage or display of offensive, defamatory or harassing material is strictly forbidden and enforceable law under the Criminal Justice and Public Order Act 1994.
- 10 Whilst every endeavour is made to ensure that the computer systems (hardware, communications and software) are fully functional, no liability can be accepted by the college for the consequence of any errors or failures of the computer systems.
- 11 Whilst every endeavour is made to ensure the integrity and security of information held on computer media, no consequent liability can be accepted as a result of any such information being inadvertently lost or corrupted. It is recommended by the college and it is the student's responsibility to keep a backup of college work and to store any CD-RWs /DVD RWs or memory sticks used safely and securely.
- 12 The college Management is authorised to suspend any account involved in a suspected breach of these conditions, pending investigation. Reinstatement of any such account will require written approval from a senior member of the college staff.
- 13 Whilst the college appreciates that students may wish to bring personal devices into college, this is allowed assuming full compliance and respect to college policies. The use of students' own devices in classroom and directed study/assessment activities is at the discretion of the tutor in charge, who accepts responsibility for enforcing college rules. The college takes no responsibility for their loss or damage to personal devices.
- 14 Students are **NOT PERMITTED** to connect privately owned laptops/tablets/smart phones/portable music players (this is not an exhaustive list) directly into the college network. This is not allowed due to Network Security reasons. Students should use the guest wifi for access to the internet.
- 15 Any abuse/damage of the college's computing equipment or software, or to any of the rooms and their facilities and services which contain that equipment or software. The term "damage" includes modifications to hardware or software which, whilst not permanently harming the hardware or software, incurs time and/or cost in restoring the system to its original state. Costs associated with repairing or replacing damaged equipment or software and/or in providing temporary replacements may be charged to the person or persons causing the damage. The costs will be determined by the college and may also result in disciplinary action and the ultimate penalty is expulsion from the college.
- 16 The college is involved in the Governments National Strategy 'Prevent' to safeguard our students with regard to extremism and radicalisation. To support the Prevent initiative the college will monitor use of the college network, email and Internet activity for all students.

Summary:

The conditions may be summarised as:

- a) Only use computers which you are permitted to use.
- b) Only use your own username and password to access the college computer network.
- c) Only use the computer facilities including Internet access and e-mail for work associated with your studies.
- d) Do not misuse computer resources - other students need to use these resources.
- e) Do not give your username and password to someone else, you are contributing to 'non-authorised' access, which is prohibited.
- f) Do not steal or interfere with the software loaded on any computer or network.
- g) Do not bring unauthorised software into college: this includes video and mp3 files.
- h) Do not attempt to gain unauthorised access to computer systems.
- i) Do not behave in an anti-social manner to other users.
- j) Do not access, download, transmit, display or store any material which could be considered offensive, defamatory, harassing or is classed as illegal

- k) Do not disclose your password to any other computer user
- l) Change your password regularly
- m) Do not write, store or send any material in any e-mail account that you access from college that may go against this policy. This will include subscribing to chat/e-mail forwarding services that are deemed inappropriate.
- n) If when using college computer facilities you receive any material which could be considered offensive, defamatory, harassing, or classed as illegal, you must contact a member of the IT Services Team who can be contacted via Reception.
- o) Take a backup of work at regular intervals and store memory sticks safely.
- p) The use of students' own devices in classroom and directed study/assessment activities is at the discretion of the tutor in charge.
- q) Students are **NOT PERMITTED** to connect privately owned laptops/tablets/smartphones/portable music players (this is not an exhaustive list) directly into the college network.
- r) Abuse/damage of the college's computing equipment - replacement costs may be charged to the person or persons causing the damage.
- s) If you suspect a student is not abiding by the Computer Users Policy then you must contact a member of the IT Services Team who can be contacted via Reception. You must discuss your concerns only with the member of the IT Services Team, not other staff and not with other students.

Formal declaration by the student

I abide by the conditions and spirit of college membership as expressed in the above policy. I accept that any breach of this policy may result in the college's disciplinary procedure being applied.

NOTE: Student signature on the Bury College Enrolment Form automatically constitutes agreement to abide by the conditions of this policy.