

## POLICIES AND PROCEDURES



Policy Title	<b>ICT ACCEPTABLE USE POLICY</b>
Policy Number	<b>WLCBMS 026</b>
Responsible	<b>IT MANAGER</b>
Approval By	<b>QUALITY ASSURANCE</b>
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# ICT ACCEPTABLE USE POLICY

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## **ICT ACCEPTABLE USE POLICY**

### **SECTION 1. PRINCIPLES**

WLCBMS ICT facilities are provided in support of the College's teaching, learning, research, enterprise and administrative activities.

Use of these facilities is subject to conditions which are designed to keep computing equipment operating, the accommodation in good order and to generate an academic and administrative environment that is productive, ethical, legal, secure and effective.

The College provides users with a VLE account (i.e. valid ISD usernames and passwords) that permits use of its computing resources and facilities within the policies, regulations and guidelines established by the College.

Users must respect the integrity of computing resources and facilities, respect the rights of other users and comply with all relevant legislation for example; the Data Protection Act 1998; the Copyright, Designs & Patents Act 1988; the Computer Misuse Act 1990.

Using the College's ICT facilities should be a privilege and requires that all members of the College community will use these resources and facilities in accordance with the College policy and use them responsibly.

### **SECTION 2. CONTEXT**

In order to ensure that the ICT facilities function in a secure, efficient and effective manner, the College reserves the right to inspect and validate any items of its owned computer equipment connected to the network and to access all information held on its information and communications facilities to monitor or intercept any system logs, web pages, E-mail messages, network accounts or any other data on any computer system owned by the College. This will be for the purposes of preventing, detecting or investigating misuse, ascertaining compliance with regulatory standards and College policies, or to secure effective system operation.

In line with current security and internet monitoring requirements for colleges in the UK, WLCBMS are implementing a robust system of monitoring and reporting of internet access by both staff and students. Primarily to comply with PREVENT strategies, this system will allow the IT department to closely monitor and ensure correct use of internet facilities within the College and provide the Executive board with clear data detailing browsing and access trends.

In order to ensure the awareness of the new systems, individual e-mail notification will be forwarded to all current staff and students. This system was initiated in June 2016.

The College reserves the right to limit, restrict or deny computing privileges and access to its information resources for those who violate its policies and regulations.

### **SECTION 3. STAFF ACCOUNTABILITY**

IT Manager and IT Technicians are responsible to ensure that students and staff comply with the policy. Monitoring of ICT resource usage by the students is the responsibility of all key staff.

### **SECTION 4. STUDENT RESPONSIBILITIES**

Users of College's ICT facilities have the following responsibilities:

To use College ICT facilities responsibly respecting the rights of others, complying with policies, regulations, legislation, license, contractual agreements and conducting themselves in a manner that does not interfere with or cause offence to others

Not to engage in any activity which denies reasonable services to others or wastes staff effort in dealing with the consequences.

Students must:

- Not use computing resources for personal reasons ie use of computing resources for unauthorised commercial purposes or personal gain is prohibited.
- Take every precaution to avoid damage to equipment.
- Not install any software that is not licensed to the College and /or install 'without authorisation' software licensed to WLCBMS.
- Take all reasonable precautions to prevent the introduction of any computer viruses by ensuring that the latest virus definitions are kept up to date.
- Protect their password and use of their account, and not let others use their account or password.
- Ensure confidential information contained on various computers should not be shared with others except when that person is authorised to know such information.
- Not act in breach of the provisions of the COMPUTER MISUSE ACT 1990 which makes provision for securing computer material against unauthorised access or modification, and for connected purposes.

- Respect the copyright of all material and software made available by the College and third parties. This requirement is laid out in the COPYRIGHT, DESIGNS and PATENTS ACT 1988 which makes it an offence for users to copy copyright materials including software without the permission of the owner of the copyright.
- Not act in breach of any requirement of the DATA PROTECTION ACT 2010. The Act aims to regulate the use of automatically processed information relating to individuals and the provision of services in respect of such information.
- Use the computers of the College or any personal networked devices in any way that breaches the requirements of PREVENT by using these devices to access websites or information in a way that may give rise to an individual being radicalised and drawn into terrorism or Anti-Semitism through access to, or distribution of this information contrary to the college PREVENT policy.

(In order to assess and manage the risk in breaching the requirements of PREVENT through IT, WLCBMS have deployed a full website content management filtering and reporting system; Current Ware on all computers and internet devices throughout the College. Regular monitoring and flagging of potential risks are undertaken by the Head of IT and reported to the Prevent officer on a regular basis). (see PREVENT policy)

WLCBMS is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual.

VLE accounts are intended for academic and business use only and allows students to send and receive information as a person affiliated with WLCBMS.

Students must be held responsible for any illegal activity that occurs from the use of your account.

Students are NOT permitted to reveal ICT passwords to anyone other than College staff.

## **5.RELATED DOCUMENTS**

- a. Teaching and Learning Strategy (WLCBMS 022)
- b. Currentware implementation document
- c. Quality Manual
- d. Prevent Policy and Strategy

## 6. APPENDIX

### STUDENT ICT ACCEPTABLE USER AGREEMENT

I have read and understood the above conditions of use and responsibilities and agree to abide by them.

Please sign to agree:

- you have read and understand the conditions outlined above;
- you accept responsibility for the computer resources being allocated to you
- you have read the College ICT User Agreement Policy
- you will not abuse or misuse these resources as doing so is a violation of WLCBMS ICT User Agreement Policy

Printed Name:

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Signature:

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Date:

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