# Student IT Acceptable Use Policy

**Equality Impact Assessment Tool**

**Name of Policy: Student IT Acceptable Use Policy**

|   |   | Yes/No | Comments |
|---|---|---|---|
| 1 | **Does the policy/guidance affect one group less or more favourably than another on the basis of:** |   |   |
|   | Race or ethnicity | No |   |
|   | Disability | No |   |
|   | Gender | No |   |
|   | Religion or belief | No |   |
|   | Sexual orientation | No |   |
|   | Age | No |   |

# 1    Introduction

These Guidelines and Regulations apply to all IT facilities and resources on any Suffolk New College site and College equipment off-site, including open

Computer use is monitored by the IT Services Team to determine appropriate use.  Internet use is logged and recorded by the IT Services Team to enable follow up investigation of sites visited, files and emails if there is reason to suspect misuse of the network.  Therefore, you should not expect that files or emails stored on the network will be private.  Internet filtering software is installed to restrict access, as far as possible, to inappropriate or offensive websites and email filtering software is installed to reduce the amount of spam or junk mail.  These are reviewed and updated regularly by commercial service providers, though there can be no guarantee that unsuitable material is never available to users.

If you open a webpage or receive an email that is offensive to you or others, racist, illegal, obscene, misleading, promotes extremism or if you are in any way unsure or suspicious about it, report it to a member of staff immediately.

## 4      Acceptable uses of IT resources

To support your study or other College related work;
Sending or receiving personal email;
Recreational use, as long as it does not prevent others from using the computers for academic or College-related activity.

## 5      Unacceptable uses of IT resources

Anyone behaving in a manner likely to disrupt purposeful activities whilst teaching and learning using any IT resource may (at the discretion of a member of staff) have their access restricted using the College classroom

Internet chat, unless this forms part of a lesson supervised by a member of staff.

Violation of copyright laws. This includes copying material from a website and passing it off as your own work.

The downloading and/or distribution of music and video files for which licence fees have not been paid also constitutes an infringement of copyright, trademark and intellectual copyright, and is illegal.

Attempting to load additional software, or attempting to tamper with the default settings for PC's on the College network. Software applications available to users are limited to those set out on the PC desktop and the start menu.

The playing of software-based games, including those on or from the Internet, is not allowed, unless part of a supervised lesson.

Inappropriate saving, to the network, of personal photos, music, video or other data.

Inappropriate use of social media whereby information is communicated that brings the reputation of the College into disrepute.

Recording, filming or photographing staff and other students without permission in advance.

materials, including text, video, photos and images, will be challenged and could lead to disciplinary action.

Mobile phones or other recording devices must not be used to record still or moving images or record sound on College premises or College related activities without the permission of a member of staff.  If permission is gained, the recording is for the sole use of the student to support their learning and

The Learning Curve staff and teaching staff also use software to monitor student usage of the Internet. If a student finds him/her connected accidentally to a site that contains illegal, sexually explicit or offensive material, or any material that they were not expecting they must disconnect from that site immediately and inform a member of staff.

**10      Review of Policy**

The procedures in this Policy will be subject to on-going review and modification in order to keep up with advances in technology.