Student IT Network Acceptable Use Policy

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Acceptable Telecommunications, Network and Internet Use Statement - For Students

The Student AUP

1. All students will be required to accept this statement if they wish to use the College telecommunications and computer system and machines.
2. Any student or member of staff wishing to have further guidance on the statement and the policy before they agree should contact the Computing Services Department on x4832
3. The Computer Misuse Act regulates access to computers and unauthorised access to third-party computers may constitute a criminal offenc and is broken into 3 sections.
    1. unauthorised access to computer material, punishable by 6 months' imprisonment or a fine "not exceeding level 5 on the standard scale" (currently £5000);
    2. unauthorised access with intent to commit or facilitate commission of further offences, punishable by 6 months/maximum fine on summary conviction or 5 years/fine on indictment;
    3. unauthorised modification of computer material, subject to the same sentences as section 2 offences.
4. The telecommunications and computer system is owned by the College and is made available to staff primarily to enhance their professional activities including teaching, research, administration and management and to students to further their education.
5. The College's Policy on Computer Misuse and Telecommunications has been drawn up to protect all parties - the staff, the students and the College.

6. Breaches of the policy and conditions of use will result in appropriate disciplinary action being taken against the offender.

Accounts

1. Access should only be made via the authorised account and password, which should not be made available to any other person;

2. Activity that threatens the integrity of the College ICT systems, or that attacks or corrupts other systems, is strictly forbidden;

3. Users should, where possible, only save work to a network drive and not the local computer drive, also backups of network drives are taken for disaster recovery purposes only and **users must back up their own important work on removable media or onto their Onedrive storage that is provided with their email account**.

Examination of files

1. The College reserves the right to examine or delete any files and e-mails that may be held on its computer system or to monitor any network use and Internet access within guidelines of the Regulation of Investigatory Powers (RIP) Act 2000, Data Protection Act 1998 and the Freedom of Information Act 2000

Telephone communications

1. Telephone calls are not intercepted or recorded by the College, but telephone usage may be monitored on a monthly basis, on the basis of cost, duration or frequency

Copyright

1. Copyright of materials and intellectual property rights must be respected;

2. No copyright DVDs, CDs or other material may be copied using computer equipment;

Emails and texts

1. Users are responsible for all emails and text messages sent and for contacts made that may result in emails or text messages being received;

2. The same professional levels of language and content should be applied as for letters or other media, particularly as emails or texts are often forwarded;

3. Emails or text messages are confidential and intended solely for the use of the individual to whom they are addressed; any use, dissemination, forwarding, printing, or copying of emails or text messages by third-parties without permission is strictly

prohibited;
4. Posting anonymous messages and forwarding chain letters is forbidden;

Social media (examples are Facebook, Snapchat, Twitter, Pinterest, Tumblr), Websites, blogs

1. Users must not submit or post material that is harassing, libellous, abusive, threatening, harmful, vulgar, sexually explicit, obscene or otherwise objectionable in any manner or nature to any social media or website\blog

2. Users must not impersonate other individuals when you submit to social media, blogs and web sites;.

3. Users must not submit or post advertisements or commercial solicitations to social media, blogs and web sites;

4. Users must not submit or post copyrighted material, without permission, to socail media, blogs and web sites;

Cookies on the intranet

1. The intranet and associated internal online services require the use of cookies in order to operate correctly. We only use cookies that are essential to the operation of these services and in order to obtain statistics regarding usage of these services. We do not use them to store personal information or to track an individual's usage of these services. However, you may restrict, block or delete any cookies if you prefer but this could result in the loss of functionality and may diminish your user experience. If you wish to change the usage of these cookies, please consult the help information of your web browser. Please be aware that you may have limited control over browser settings on any College provided IT equipment. Accessing these online services is your acceptance to the use of these cookies.

2. Please note that we are not responsible for any external services or websites, which may have their own cookie use and policies which we have no control over.

Internet use

1. Internet use should be appropriate to students in their educational activity, although legitimate private interests may be followed, providing there is no breach of the policy and conditions of use;

2. Sites and materials accessed must also be appropriate. Any sites deliberately visited that are inappropriate will be regarded as constituting a breach of the conditions of use; any inappropriate sites that are accidentally visited should be quit immediately and IT Services informed;

3. Use for gambling, political purposes, advertising or running a personal business is forbidden;
4. The College reserves the right to remove access to the internet if a student is found to be guilty of online bullying.

Online resources

1. The College subscribes to a number of online products and services provided by other companies; in order to make use of these, you must agree to follow the legal terms and conditions attached to each of them. If you are given a username or password to access a certain resource, this is for your personal use only while you are a member of the College. Many of the services the College subscribes to allow users to download and/or print material for your educational use. The College is required to emphasise that the publishers of certain services, including but not limited to the IEEE Xplore Digital Library, expressly forbid the sharing, distribution or automated gathering of files obtained from these web-sites. If you want to make files available to others from these more restrictive sites we ask you to use hyperlinks only.

Resources borrowed from the Learning Resource Centres

1. The College offers students the loan of certain resources from the Learning Resource Centres at each campus. If you make use of this offer you will be required to return the resource borrowed in accordance with the loan terms set down when you initially took out the item (e.g. a laptop should be returned the same day).In addition you will be expected to reimburse the College if these are lost or damaged at any time. In this circumstance, please contact the Learning Resource Centre Coordinator at one of the campuses for further details.

Printing Facilities

Southend Campus and Thurrock Learning Campus

1. Printing can be collected at any printer on the student network by swiping your card against a card reader attached to the printer and then selecting the documents that you want to print. Any documents not printed will be deleted after 36 hours. A warning e-mail is sent to your college e-mail address before deletion. There are 2 main print queues. If you print to the COLOUR queue you will be charged at colour rates whether or not your document contains colour.
2. You will receive a minimum of £3.50 of free credit per term. Once you have used all of this, you need to charge up your account with more pages. This can be done using a Credit\Debit card via a web interface (http://student-

print.southessex.ac.uk/safecom) or using the printer charging cash machine located in the Learnng centre at Luker road or TLC.

Thurrock Campus and Basildon Campus

1. You will receive a minimum of £3.50 of free credit per term. Once you have used all of this, you need to charge up your account with more pages. This can be done by visiting the main desk in the learning Resource centres. The minimum you can charge your account with is £1.

Costs

Costs for the 14/15 academic year (once your free allocation has been used) will be:-

3p per side A4 mono
5p per side A3 mono
10p per side A4 colour
15p per side A3 colour

All unused credit at the end of the year will carry forward to the next year of study.
Any credit held on account when a student leaves the College (either by withdrawing from or completing a course) will not be refunded.