

# IT Acceptable Use Policy

## Scope and Purpose of Policy

This policy applies to all users of IT facilities owned, leased or hired by Cardiff and Vale College; all users of IT facilities on the College's premises and all users of IT facilities connected to the College's networks. Users must also comply with any local instructions or regulations displayed alongside computing facilities or on computer screens.

Use of the IT facilities at Cardiff and Vale College is subject to the provisions of the Data Protection Act 1998, the Copyright, Designs and Patents Act 1988 and subsequent regulations, and the Computer Misuse Act 1990 and Local College Regulations.

The College reserves the right to monitor usage of its computing facilities, in order to ensure their proper use according to this policy. Such monitoring may be undertaken randomly or at fixed periods, dependent upon the computing facility.

Certain facilities may be chargeable. Failure to pay outstanding charges may result in withdrawal of services and/or withholding of awards.

Cardiff and Vale College's network and Internet provision may be used by staff or enrolled students for any legal activity that is in furtherance of the aims and policies of the College.

This Policy must be read in conjunction with the college's e-Safety Policy.

## Policy Statements

### *Acceptable Use*

Cardiff and Vale College's network and Internet provision may be used by staff or enrolled students for any legal activity that is in furtherance of the aims and policies of the College.

### *Unacceptable Use*

Users must not cause any form of damage to the College's computing equipment or software, nor 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 designated authority.

The College network and Internet services may not be used for any of the following:

- The creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
- The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety;
- The creation or transmission of defamatory material;
- The connection of any device into the College's network without prior agreement from an appropriate designated authority (contact Head IT for further detail);
- The transmission of material such that this infringes the copyright of another person;
- The sharing or documenting of logins and/or passwords;
- The transmission of unsolicited commercial or advertising material either to other user organisations, or to organisations connected to other networks, save where that material is embedded within, or is otherwise part of, a service to which the member of the user organisation has chosen to subscribe;
- Deliberate unauthorised access to facilities or services accessible via the College's network or Internet provision;

Deliberate activities with any of the following characteristics:

- Corrupting or destroying other users' data;
- Violating the privacy of other users;
- Disrupting the work of other users;
- Using the College's network and Internet service in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of network equipment);
- Continuing to use an item of networking software or hardware after Premises and IT or authorised body has requested that use cease because it is causing disruption to the correct functioning of the College's network or Internet provision;

<b>Revision No:</b>	Rev 2
<b>Last Revision Date:</b>	12/02/16
<b>Next Revision Date:</b>	31/07/18

- Other misuse of the College's network and/or networked resources, such as the introduction of "Viruses", "Worms", "Trojan Horses" or other programs which have a 'harmful' or nuisance affect.
- The taking of deliberate action to circumvent any precautions taken by the College to safeguard the security of its computer systems.

Where the College's network or Internet facility is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the College's network and/or Internet services.

The use of any of the College's computing facilities for commercial gain, for work on behalf of others or for private or personal use (unconnected with a student's course of study at the College or a member of staff's legitimate activities), unless prior agreement has been made with the designated authority for the facilities and an appropriate charge for that use has been determined;

### *Enforcement*

Failure to observe any of these regulations may result in withdrawal of access to IT facilities, local, College-wide or external, at the discretion of the Head(s) of the Department(s) concerned. It may also result in a recommendation that the infringement be pursued via the College's formal disciplinary procedures. Infringement of certain regulations may be subject to penalties under civil or criminal law and such law may be invoked by the College.

## Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment is currently being undertaken.

## Health and Safety Implications

There are no Health and Safety implications associated with this policy.

## Linked Policies

e-Safety Policy  
Data Protection Policy  
Social Media Policy

<b>Revision No:</b>	Rev 2
<b>Last Revision Date:</b>	12/02/16
<b>Next Revision Date:</b>	31/07/18

## Linked Procedures

e-Safety Procedures  
Data Protection Procedures  
Social Media Procedures

## Location and Access to the Policy

This is available from the website, staff intranet and Moodle and may be out of date if printed.

<b>Date approved:</b>	14 February 2014
<b>Approved by:</b>	Quality Standards Board
<b>Review date:</b>	31/07/18

<b>Responsible Manager:</b>	Head of Information Technology
<b>Executive Lead:</b>	: Director of Information Services and Technology
<b>Accessible to Students:</b>	: Yes

<b>Revision No:</b>	Rev 2
<b>Last Revision Date:</b>	12/02/16
<b>Next Revision Date:</b>	31/07/18