ACCEPTABLE USE POLICY (STUDENT) 2024/25

Aim

It is important that all users take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All users have a responsibility to use the college's computer systems in an appropriate, lawful, and ethical manner. To ensure that students are fully aware of their responsibilities when using technology, they are asked to read this Acceptable Use Policy.

Scope

This policy applies to all students within the college community who have access to the college IT systems, both on the premises and remotely. This policy applies to all use of technology including use of college and personal devices.
This Acceptable Use Policy is taken to include the JANET Acceptable Use Policy and the JANET Security Policy published by JANET (UK). Keeping children safe in education guidance means the College has a statutory duty to carry out appropriate filtering and monitoring. The College also has a statutory duty, under Section 26 of the Counter Terrorism and Security Act 2015, termed "PREVENT". The purpose of this duty is to aid the process of preventing people being drawn into terrorism.

Any user of college IT systems are required to adhere to the agreed policy and regulations and the eSafety (Learner) policy and procedures upon joining the college.

Acceptable Use Policy Statements and Terms

This is not an exhaustive list; all students are reminded that IT use should be consistent with the college ethos, college policies and the Law.

1. Safe
- I will make sure I only access college systems on devices with up-to-date operating systems and browsers in terms of security updates
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
- I know that my use of college computers, devices and internet access will be monitored to protect me and ensure I comply with the colleges' acceptable use policy (AUP)
- I know that people online aren't always who they say they are and that I must always seek advice if I am unsure of the identity or intentions of others online

2. Private
- I will keep my passwords private
- I know I must always check my privacy settings are safe and private
- I will think before I share personal information
- I will keep my password safe and private as my privacy, college work and safety must be protected.
- I will use multi-factor authentication (MFA) when required to do so to access college systems securely
- I will not store any personal information on the college computer system including any college laptop or similar device issued to students that is unrelated to college activities, such as personal photographs, files, emails or financial information. I understand that if I do that this data may turn up in a search and be seen by staff involved in investigating an incident or subject access request. There is the possibility that it could be necessary to disclose this information to a third party in connection with a subject access request.

3. Responsible
- I understand that use of the Internet is via our service provider Janet and I agree to abide by their Acceptable Use Policy and Security Policy. Janet is a high- speed network for the UK research and education community.https://community.jisc.ac.uk/library/acceptable-use-policy

- https://community.jisc.ac.uk/library/janet-policies/security-policy
- I will not access or change other people files, accounts or information
- I will only upload appropriate pictures or videos of others online and only when I have permission
- I will only use my personal device/mobile phone in lessons if I have permission
- I know I must respect the colleges' systems and equipment and if I cannot be responsible then I will lose the right to use them
- I will not consume food or drink in the IT rooms
- I know that college computers, devices and internet access has been provided to help me with my learning/work and that other use of technology may not be allowed. If I'm not sure if something is allowed, I will ask a member of staff
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only change the settings on the computer if a technician has allowed me to
- I know that use of the colleges' IT system for personal financial gain, gambling, illegal activity, political purposes or advertising is not allowed
- I understand that the college's **internet filter** is there to protect me, and I will not try to bypass it.
- I know that if the college suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- **Work which will be submitted for formal assessment must be the student's own work.** This means it is in their own words, isn't copied or paraphrased from another source such as an AI tool, and the content reflects their own independent work.
- **Any use of AI** which means students have not independently demonstrated their own attainment is likely to be considered malpractice. AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.
- I understand **the college will use various systems to verify the authenticity of my work.**
- I know there are **consequences if I do not follow the AUP**. For example,
    - Inappropriate use may result in disciplinary action under the appropriate student conduct policy
    - Findings of an investigation may require the incident to be reported to the relevant authorities and/or external agencies in certain cases
- I understand that **I am solely responsible for any devices/equipment** that have been loaned to me and agree to pay for any repair/replacement costs if stolen or damaged beyond normal wear and tear, during my loan period.

4. Kind
- I know that bullying in any form (on and off-line) is not tolerated and I know that technology should not be used for harassment
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the college community. I will always think before I post, as once I upload text, photos or videos they can become public and impossible to delete.
- I will not use technology to be unkind to people.

5. Legal
- I understand it can be a criminal offence to hack accounts or systems or send threatening and offensive messages.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I understand that it may be a criminal offence or breach of the college policy to download or share inappropriate pictures, videos or other material online.

- I know that harassment and discrimination are unlawful, whether or not the use of College IT systems/communications has played a role.
- I understand that **usage of IT systems is monitored** for a variety of reasons including for safeguarding and to allow for the signs and indicators of users being drawn towards extremist activity to be recognised and responded to appropriately, in accordance with the PREVENT Duty Guidance: for England and Wales.

6. Reliable
- I will always check that any information I use online is reliable and accurate.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to a staff member or parent.

7. Report
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to a staff member if something happens to either myself or another user which makes me feel worried, scared or uncomfortable.

For further information about keeping safe online please visit:

- www.saferinternet.org.uk
- www.thinkuknow.co.uk
- www.childnet.com
- www.childline.org.uk

Failure to adhere to the terms of the AUP

Any breaches of this policy will be dealt with reference to the student conduct policy and illegal activity will be referred to the relevant authorities or external agencies.

Related WSFC/Trust Policies and Procedures

- Student code of conduct
- Online Safety Policy and Procedures
- Safeguarding (including Child Protection) Policy
- Anti-Bullying and Harassment Policy and Procedures