

UTC PLYMOUTH

ICT Acceptable Use Policy

Our ICT equipment is provided and maintained for the benefit of all students, teachers, parents and visitors. We will ensure that all of our users will have good access to ICT facilities to enhance learning and in return we require that these facilities are used and treated responsibly. Everyone is encouraged to utilise and enjoy our resources appropriately to help ensure they remain available to everyone. Whilst we endeavour to provide a safe environment for our users, individuals are responsible for their own safety while using the internet and other communications technologies, whether it is for educational, personal or recreational use. Access to our network is a privilege, not a right; therefore inappropriate use will result in that privilege being withdrawn under the discretion of the Senior Leadership Team or the IT Administrator.

Facilities

- At no point are you permitted to eat or drink whilst using the ICT facilities. You may only eat/drink in the designated break out areas.
- You are required to use the resources carefully, and have awareness for your safety and the safety of others. Do not throw, hit or otherwise action anything that may cause damage to yourself or any of the equipment.
- You are responsible for ensuring that you are using the resources according to the government's standard for the display screen equipment at work. If you deem that the available resources are inadequate, please inform your line manager/teacher immediately.

Equipment

- Do **not** attempt to install or modify any software on any computers belonging to UTC Plymouth. Storing or using any file types associated with applications such as, but not limited to, 'exe', 'jar', 'msi', 'msu' etc. on any part of the network is prohibited.
- Do **not** alter or attempt to alter any settings, software or hardware within the computer or network.
- Damaging, disabling or otherwise harming any of the equipment, or intentionally wasting resources may result in your access to our resources being temporarily or permanently banned. Wilful damage or damage caused by a result of inappropriate use, under the discretion of the Senior Leadership Team or the IT Administrator, will be chargeable including technician repair time, an invoice will be raised.
- Any faults or damage involving any of the resources should be reported to the ICT team immediately. You may raise support tickets by sending an email to it@utcplymouth.org.
- UTC Plymouth takes no liability for damage caused by data transferred to and from the network (via media such as CD's, flash drives, tablets, phones, email, online portals etc.). It is your responsibility to ensure you do not bring viruses to the network and any files you utilise are scanned for malware prior to joining the network. We provide a limited file protection via Symantec antivirus software, however you are solely responsible for scanning data for malware.

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- Do not attempt to unplug any of the cables associated with the computers unless you have been told to do so. Pulling data and power cables causes damage to the network and the equipment, and should this cause damage you will be charged.

Security and privacy

- Always protect your work by keeping your password to yourself; do **not** share your password with anyone. It is recommended that you don't use easy to guess passwords such as 'password', '#', '12345'. You are also forbidden to use any other user account without their prior written permission.
- Do **not** disclose or share personal information about yourself or others when online.
- Do **not** take or distribute images of anyone without their prior written permission.
- Other computer users should be respected and should not be harassed, harmed offended or insulted. Respect other's work and property and do **not** access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- To protect yourself and the systems, you should respect the security of the computers. Attempting to bypass or modify the security settings may put your work and others at risk.
- Do **not** save or use files on any part of the network that may infringe copyright law.
- Staff may review your files and communications at any time to mark your work and ensure that you are using the system responsibly.
- UTC Plymouth holds the rights to delete any files deemed inappropriate or wastage at any time.

Internet

- You should access the Internet only for educational purposes or for college authorised/supervised activities. Recreational use is allowed at the college when authorised. However, online auctions, online financial transactions and gambling are all forbidden.
- You should only access suitable material – using the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted. You must respect the work and ownership rights of people outside the college, as well as other students or staff. This includes abiding by copyright laws.
- You must not (unless you have permission) make large downloads or uploads, or stream media that might take up internet capacity and prevent other users from being able to carry out their work.
- People you contact on the Internet are not always who they seem. Always ask a parent/guardian or teacher to go with you if you need to meet someone who you only know from the Internet or via email.

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- You will immediately report to your teacher or to the Child Exploitation & Online Protection Centre (CEOP), any unpleasant or inappropriate material or messages or anything that makes you feel uncomfortable when you see it online.

Email

- You will not open any attachments to emails, unless you know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the internet as it is on the street
- All emails are scanned for illegal attachments and content, any use of strong language, swearing or aggressive behaviour will be detected and then forwarded to the House Leaders and dealt with accordingly.
- If you receive an email containing material with violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending of an email containing content likely to be unsuitable for children or colleges is strictly forbidden.

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Printer

- Do not waste ink and paper, proof read your work before you print, and if testing please print drafts in black and white before doing large print jobs.
- Do **not** print large amounts of blank or inappropriate material. Wasting the college resources will result in you losing your print privilege.
- The printing resource provided by UTC Plymouth is for college work only. We hold the right to charge you for any personal printing carried out.

Wireless BYOD

- All students are entitled to bring in a personal device for use as a learning resource under the discretion of your teacher. You are allowed to access emails and internet for research, but under no circumstances are you allowed to use your devices for downloading, gaming or streaming media. Any attempt to infiltrate the network will result in a permanent ban from using any of the IT resources.
- All devices across the network are monitored and restricted accordingly for the safety of all network users. We reserve the right to remove your access to the network should we deem your activities inappropriate.
- Should you use your device outside of the teacher's discretion, you will have your device removed and left in Reception for collection at the end of the day.
- UTC Plymouth take no responsibility for any damages caused to any device or files that have entered the campus or network. We hold no insurance for student devices so your decision to use them is completely at your own risk.

Notice

UTC Plymouth monitors all aspects of the network, from personal files and emails to internet and other resources. This is carried out by the ICT technicians to ensure your safety and the correct use of our resources and digital communication. By using our network, you agree to the conditions laid out in this document, and you accept that any resources used may be monitored and recorded as evidence in the case of inappropriate use.

UTC Plymouth also has the right to take action against you if you are involved in incidents of inappropriate behaviour that are covered in this agreement, when you are out of college and where you involve with membership of the college. You understand that if you fail to comply with this acceptable use policy agreement you may be subject to disciplinary action. This may include loss of access to our resources, detentions, suspensions, contact with parents and in the event of illegal activities - involvement of the police.

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Actions following misuse of the Acceptable Use policy will be determined by the ICT Manager and the Senior Leadership Team. At any point they have the right to refuse or revoke access to the network resources.

By signing below you agree to the terms and conditions laid in this Acceptable Use policy.

Name: _____

Date: _____

Signed: _____

VERSION CONTROL SHEET

POLICY NAME: IT Acceptable Use Policy

Policy Prepared by: Luke Pollard

Document date	Filename	Mtg submitted	Summary of changes required
July 2014		PHSC	New Policy