PETER SYMONDS COLLEGE

IT – STUDENT CONDITIONS OF USE
(INCLUDING BOARDING STUDENTS)

Computer Network

The computer network is provided for the use of students and staff at the College to support and enhance the delivery of the curriculum. Every full-time student is allocated their own log-in ID, email account, password and network disk space. These conditions apply to students accessing the network using College-owned devices or their own devices whether in the College or from remote locations.

General Conditions of Use

1. The College computers are primarily for curriculum use.
2. Students must not attempt to permanently change the configuration of any College IT equipment without the express permission of a member of the IT Services team.
3. The downloading, installation or execution of any additional software (including games) on College computers or the network is prohibited.
4. Users must not copy software from the network in violation of College licensing agreements.
5. Users are responsible for maintaining their login password. They must not divulge it to others.
6. Users must never attempt to gain access to other users' files by using others' passwords or by any other means.
7. Users must not use the network to send instant messages to other users.
8. Users must not impersonate another user whether that user is inside or outside the College.
9. Users must not engage in commercial, gambling or political activity unrelated to the College.
10. Users must not engage in any activity that will harm, damage or interfere with the normal operation of College devices, network or telecommunications equipment.
11. The deliberate introduction of viruses or other damaging software is a serious offence. Please use virus checking software provided on the network to check any equipment brought in from home. If you find that you have a virus, please get help by contacting IT Services at once.
12. At no time may the College computing or telecommunications facilities be used for the storage, display or transmission of material, in any format, that is illegal, abusive, racist, pornographic, terrorist or deemed in any other way inappropriate in nature.
13. The College reserves the right to monitor any data stored on its equipment or transmitted to or from its site. Users should not attempt to password-protect or encrypt any data as it will be assumed to be suspect.
14. The College will log access to its network, including wireless, by users via their own ICT equipment including mobile phones. By authenticating to our network users accept that this activity will be logged.
15. When a student leaves the college mid-term their account will be deleted when they leave. Those who complete their course have their account kept open until the following October. This is to help with UCAS Applications, etc. In any case they should copy files they need before they leave.
16. The College takes no responsibility for data stored on the network or data lost due to computer failure. We do, however, take every precaution to maintain network data integrity including taking nightly backups.
17. Students will be charged for printing and copying within the college. The charge will be will be kept as low as possible at level to cover the cost of paper and toner. There will be no refund of any print credit credits left at the end of a student's time at the college.
18. If a student leaves the college before the end of their courses, their accounts, files and emails will be deleted at once.
19. While every effort will be taken to ensure that the system is reliable the College will not be responsible for occasional interruption to the service.

Internet Conditions of Use (including Social Media)

1. Internet access during the College day is for curriculum-related work only. Social media sites are not to be accessed from College computers between 08.00 – 17.00.
2. Any defamatory text, images or other content about any member of the College (staff or student), or that brings the College name into disrepute, posted on any Internet site is not permitted and may lead to disciplinary procedures. This also applies to anything posted from either inside or outside the college.
3. Internet users who are not actively researching course material on a College computer should log out and give way to students who need to use the computer for other work such as coursework at busy times.
4. Copying text, images or other material from the Internet may breach the Copyright, Design and Patent Act 1988. Please check with the owner before copying or publishing such material.
5. Beware of other Internet users; they are not always who or what they seem. Users should not send any personal information or arrange meetings with people they don't know.
6. The College Internet access is filtered to block undesirable sites, but if users do come across unsavory material they must quit from that area at once. The downloading, viewing, storing or transmission of any illegal, racist, pornographic, terrorist or abusive material will be treated as gross misconduct and dealt with appropriately.
7. Users must not attempt to circumnavigate any College filters or restrictions.

Email and Messaging

Email istaken to include any passing of information from one person to another using electronic communications equipment such as computers linked via a local area network or the Internet. These conditions cover email hosted at the college or any other email or instant messaging program accessed from within the College.

It is important to emphasise that a carelessly worded email may be regarded as a legally binding document if there is sufficient detail and enough evidence of agreement. Furthermore, the content of an email could be construed as cyber bullying, so the wording of a message needs to consider the recipient. Similar care needs to be taken when communicating via any social media such as Facebook and Twitter.

Email Conditions of Use

1. The allocation of email accounts within the College is deemed to be a privilege and not a right.
2. Users with email accounts provided by the college are expected to check their mailboxes regularly during term time (we recommend a minimum of once a week).
3. Any users accessing college emails via their own device must have a password or PIN of at least four characters or digits on that phone.
4. Users must never use email to:
   a. Send messages that may disparage or harass others, in particular on the basis of gender, ethnic origin, age, disability, religion or belief, sexual orientation or gender reassignment. This includes material in the form of offensive jokes.
   b. Send unsolicited mail (junk mail) within or outside the College. This includes emails to large groups of users without good reason.
   c. Send confidential or proprietary information about the College, its staff or its students.
   d. Send statements that are defamatory or information that is false concerning the College, its staff, students or any activities that are carried out at the College.
   e. Send or receive encrypted messages (except for secure transactions) without written permission from the Head of IT Services.
5. Important attachments should be saved to network drives.
6. Whilst incoming email is checked for malware, users must be cautious of suspicious emails, their contents and links within.
7. The College reserves the right to monitor and log any user's email in accordance with the Regulation of Investigatory Powers Act 2000.

8. Users must be aware that email messages carry the same legal weight as paper-based letters and must assume that they may be stored and could be used in evidence at a later date.
9. Personal correspondence should not be read or written during working hours or when the computer is needed for College work.
10. Users must realise that shared disk space is limited and may have storage limits imposed on them.
11. The users' Trash folder will be cleaned every night of messages that are over one week old.

Specific conditions relating to Boarders

All boarding bedrooms have network ports for connecting computers to the college network. Each boarder must request a connection on the college network at the beginning of each academic year

Connection of boarders' personal computers to the college network is a privilege and not a right. It is dependent on the following conditions of use being followed.

1. The user is responsible for all computers and other devices being connected through the bedroom network port.
2. Only one computer may be connected to a port at any one time. Users may not connect any other equipment such as hubs, switches or wireless access points to the college network without the permission of IT Services.
3. Users' computers should be kept up to date with operating system updates.
4. Users connecting to wired ports will have their devices periodically scanned to ensure they are running up-to-date virus protection and anti-spyware software. If the user does not have a current anti-virus licence they will be directed to install one.
5. Gaming devices (such as Xbox and PS3) may be connected to the network, however their device's MAC address must be registered with IT Services.
6. Access to some gaming servers from computers is restricted to wired access.
7. If the user suspects that they have a virus on their computer they must contact IT Services immediately and should disconnect the computer from the college network until the problem is resolved.
8. Messaging Software (e.g Facebook, Yahoo Messenger and Skype):
   Access is permitted under the following conditions:
   - Access to messaging software will be available only from the boarding houses. Other messaging systems other than Facebook, Yahoo Messenger and Skype are not supported.
   - Boarders must not use messaging software between 08.30 and 17.00 Monday to Friday.
   - Use of messaging in the evenings and weekends should be kept to a reasonable level.
   It is important to note the following points:
   - This software uses bandwidth which is shared by all users at the college over our connection to JANET and the internet.
   - The priority during the main college day must be for curriculum-based access to the Internet.
   - The college day does not end at 17.00 Monday to Friday. Adult Education courses run during the evening and on Saturdays and these often require a lot of bandwidth to access on-line training materials.
   - All boarders have free access to email which can be used for communication home.
   The use of these types of services will be monitored and, if abused or if it causes unacceptable degradation of performance for curriculum activities, it will have to be withdrawn. This service is offered by the college as a privilege, not a right.
9. Users may not set up their own servers or peer to peer hosting services on the college network.
10. IT Services staff may check users' computers at any time to confirm that they are not contravening these conditions.

Consequences

The breaking of any of these Conditions of Use by any student may lead to a suspension of access to the College network. More serious offences will be dealt with at the highest level and could ultimately lead to suspension or permanent exclusion from the College. Contravention of the Misuse of Computers Act, the Obscene Publications Act, the Counter-Terrorism and Security Act 2015 or the 2010 Equality Act would make the person responsible liable to criminal prosecution.

These conditions are laid down to help all students at the College to use its computer equipment in a constructive way to enhance their learning and personal development.

Does this policy impact on equal opportunities within the college ?   NO
If so, give details and, if appropriate, indicate how these will be ameliorated.

Reviewed by: Vice Principal and Head of IT Services.
Reviewed: May 2017
Review date: June 2018