Acceptable Use Policy for Students (IT)

INTRODUCTION

1.   Your use of the College wireless network, College computers and systems including Google Apps, and your use of any other device or system at the College or owned or operated by the College is subject to this Policy.

2.   The College aims to manage its resources efficiently and to foresee and prevent avoidable, expensive problems; the College expects you to cooperate with these aims and to use good judgment.

BASICS

3.   You must have a working personal device (e.g. laptop, tablet, mobile phone) with wireless capability. The College is unable to provide technical support. Having only one electronic copy of your notes and assignments is extremely risky. Hardware and software can easily fail, and the consequences of lost work can be considerable. The loss of data is not accepted as an extenuating circumstance for summative written assignments. [1] [2] It is therefore strongly urged that you use at least one, and preferably both, of the following methods to back up your work: a) an online service such as Google Drive or Dropbox; and b) an external hard drive. Do not carry the latter about with your laptop, and at home store it securely (so that it would be unlikely to be discovered in case of a break-in).

4.   The College does not accept any liability for lost or stolen equipment in or outside of the College.

5.   The online College timetabling is done via CELCAT which should be accessed daily to account for any changes.

6.   Unnecessary printing is strongly discouraged for environmental and cost reasons. Any printing facilities in the College are made available on a pay-per-use basis via PaperCut. Lecture notes and similar student handouts will normally be distributed via email or Moodle, normally as PDF files.

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[1] Undergraduate Extenuating Circumstances Policy
[2] Postgraduate Extenuating Circumstances Policy

GENERAL

7. You may, if you wish, connect to the Internet on the College's premises, free of charge, using the College's student wireless network. Availability of the network is not guaranteed and certain bandwidth-heavy applications such as video and Skype may be restricted.

8. You must not attempt to access or connect to the College's wired networks or its other wireless networks.

9. You must not attempt to connect any other device, other than your personal one (as noted in paragraph 3), to the College network.

10. You must not distribute or make available unsuitable or offensive material, for example: pornographic or abusive images. This includes using webcams, cameras or video cameras for recording unsuitable or offensive images.

11. You must not interfere with College computers, including installing or removing hardware or software or changing their settings.

12. In the event that power supply is needed, you may only use official branded cables and chargers. You must also ensure these are safe to use and in good working condition, e.g. cables not frayed, pins not bent.

13. If you make online comments concerning the College or people at the College, e.g. on websites, Twitter or Facebook, you must use good judgment and avoid unduly bringing the College or other people into disrepute. (Complaints about the College, students or staff, should be made following the Student Complaints Procedure)

14. The use of personal devices during classes is entirely at the discretion and direction of faculty. Accommodations can be made for students with Specific Learning Difficulties (SpLDs).

THE INTERNET

15. This section relates to your use of the Internet when connected to the College's wireless network.

16. You must not:

    16.1.   attempt to access illegal, extremist or terrorist material on the Internet

    16.2.   use the Internet for fraud or software piracy

    16.3.   use point to point or peer to peer file sharing software, such as Kazaa, Limewire, etc.

    16.4.   download pirated software, games, films, music or similar materials

    16.5.   attempt to bypass Internet filtering by use of third party proxies or otherwise

GOOGLE APPS

17. The College provides you with a College email address. You must not send email purporting to be on behalf of the College.

18. Students are advised to turn the notifications on for their College emails or check your College emails twice a day.

19. When you send an email to College staff you must do so from your College email account. Staff will normally only send emails to your College email account.

20. You must not send abusive email messages from your College email account.

21. You must not use your College email account to distribute spam.

22. Please remember that undertakings that you give by email are legally binding.

23. The College has no offline noticeboards, printed timetables, etc. You should check online news, calendars, timetables and announcements daily.

SECURITY

24. You must not attempt to bypass security or to gain unauthorised access to files, equipment or any other resources. This is gross misconduct. Disciplinary action may include expulsion.

25. You must use a password for your College accounts. The College may impose controls on passwords, but even if the College does not force you to change passwords or to make them hard to guess, passwords must:

    25.1. not include proper nouns or dictionary words

    25.2. be at least eight characters long and preferably longer

    25.3. include at least one each of numbers, uppercase letters, lowercase letters and punctuation marks

26. You must:

    26.1. change your password several times a year and not recycle old passwords

    26.2. keep your password secure

    26.3. not give your password to anybody else

    26.4. change your password immediately if you believe that somebody else may know it

    26.5. not use or attempt to obtain or use any password other than your own

27. You must not use or install any hardware or software designed to enable 'hacking' or to spread viruses on College computers. This also includes using or installing such hardware or software on your own devices.

28. You must regularly check your device to ensure it is free from viruses etc. before bringing it into the College.

29. The College recommends against using wireless systems – including the College's – for banking, buying things with your credit card, and similar private use.

LEGAL REQUIREMENTS

30. You must ensure that all software installed on your devices has a valid licence.

31. You must comply with the law, including copyright and the Data Protection Act 1998 and GDPR. The College complies with the DPA. All College networks, systems and apps – including Google Mail, Instant Messenger, Google Apps, etc. – your communications using these College systems remain the property of the College and may be subject to Subject Access Requests (SAR) under the provisions of the DPA.

ENFORCEMENT, MONITORING AND PRIVACY

32. College computers, any device connected to the College's networks, and services such as your Google Apps account may be subject to monitoring and filtering. Your use of such devices, networks and services is subject to your agreement to such monitoring and filtering.

33. If an alleged breach of this Policy is brought to the College's attention, the allegation will be investigated. If appropriate, the College may take reasonable steps to prevent further abuse. The investigation may involve inspecting your files or email messages.

34. The College may treat failure to comply with this Policy as misconduct, leading to disciplinary action and sanctions appropriate to the seriousness of the breach. For further details, please see review the Student Code of Conduct and Disciplinary Procedure.

35. You may use College email for personal correspondence and the College Internet connection for personal purposes, but we expect you to use good judgment. College email are not completely private under the Data Protection Act 1998 and General Data Protection Regulation (GDPR).

Title	Acceptable Use Policy for Students (I.T.)	Author	Facilities Manager
Location	NCH Academic Handbook	Approved by	Academic Board
Version	6.1	Last updated	April 2018
Publication date	May 2018	Review date	May 2020
Related policies	Undergraduate Extenuating Circumstances Policy, Postgraduate Extenuating Circumstance Policy, Student Code of Conduct and Disciplinary Procedures		
External Reference Point	UK Quality Code: Enabling Student Achievement		