**POLICY FOR THE ACCEPTABLE USE
OF COLLEGE IT SYSTEMS BY STUDENTS**

NB You will need to click 'yes' when prompted to agree to these conditions before continuing to log-in. IF YOU DO NOT AGREE TO THESE CONDITIONS YOU WILL BE LOGGED OUT IN 5 MINUTES.

> **The purpose of this policy is to make students aware of the do's and don'ts to ensure that they are not breaking the law, acting against College policy or breaching the security of our network.**

Who does this policy apply to?

This Acceptable Use Policy applies to all students and visitors to the Bournemouth and Poole College who use either College or their own devices.

Why do we need this policy?

- To protect our students, staff and visitors from possible harm (including the threat of radicalisation) caused by the misuse of IT systems and devices.
- To prevent the illegal use of IT systems and devices.
- To protect the security and infrastructure of our IT network and equipment from harm caused by the misuse of IT systems and devices.

Your Responsibilities

As a College student or visitor you are responsible for:

- Keeping safe all user accounts allocated to you. You must not –
    - access the network with someone else's details,
    - give your own access details to someone else;
    - allow others to access your accounts.

    If you suspect that your password has been discovered by another person it must be changed immediately.

- Ensuring that you do not use College or your own devices (including mobile phones, tablets, laptops etc) to:
    - take photos/images of other students, staff or visitors without their express permission;
    - knowingly visit internet sites that contain pornography, are supportive of extremist activities / views, contain hateful or other offensive materials that are in defiance of British values[1];
    - make or post indecent, racist or sexist remarks, proposals or materials on the internet;

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[1] The Government's definition of British Values includes: democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

- o create, edit, send, upload or request any message or material that is discriminatory, adverse to British values, illegal or pornographic;
- o create, edit, send, upload or request any message or material that is insulting, abusive or threatening, or which is intended to annoy, harass or intimidate another person, organisation or group;
- o bring the College into disrepute through use of online activities, including social media or other websites. Examples include:
  - uploading images or videos that show antisocial behaviour or illegal activities
  - making insulting statements about the College, its staff or students e.g. on Twitter, Facebook or other social media or websites
  - revealing confidential information about the College, its staff or students
- o upload, download or send commercial software or any copyrighted materials (including music, video and sound files) without the permission of the copyright owner or an acknowledgement of the original source of the material;
- o bypass College systems that prevent access to internet sites such as those containing pornography or extremism, or use any other means to access the internet that avoids College security systems;
- o do things deliberately that have the following effect on others:
  - destroy or damage other people's data and information
  - download information that overloads College systems or brings a virus onto College systems.

- Reviewing your access and privacy settings for social media to prevent unauthorised access to your user groups – for example, how much personal information you share, including photos, on Facebook or Twitter.

- The correct use of USB data storage devices, such as memory sticks and external hard drives, and the information and data held on them. Always keep a backup copy of your data on another device. The College will not accept responsibility for any data loss or damage to devices caused by incorrect connection, removal or shutting down of computers. You must not use data storage devices containing any of the following:
  - o computer games (unless they are in an agreed part of your lessons)
  - o viruses
  - o free software
  - o illegal copies of any kind
  - o pornography or other offensive / extremist materials

  Data storage devices must not interfere with the setup of any College computer hardware or software.

- Obeying copyright laws and not:
  - o using illegal copies of a licensed computer program
  - o downloading, copying, storing or transmitting copyrighted materials without permission
  - o accessing any systems that they are not authorised to access.

- Only printing documents when necessary; the College is committed to reducing the environmental impact of its activities, including the use of paper for printing.

- Using images and video on College or your own devices in line with the guidelines posted on the Safeguarding / e-Safety section of mybpc.

- Assessing the risk of confidential information such as your address, credit card or financial details becoming available to other parties if transmitted via the internet.

- Indicating your agreement to adhere to this Policy by clicking the acceptance page at the point of logging onto the network for the first time.

If you break any of the rules contained within this Policy, disciplinary action may be taken against you through the Student Disciplinary Policy.

If you think a rule has been broken, by yourself or others, you should tell your tutor.

Monitoring / Liaison with other Agencies

The College monitors computer use by students and has the ability to view the sites that you have accessed, including attempts to access blocked sites. If a concern is raised, the College will investigate your usage and will share this information as necessary. If inappropriate use of the internet is suspected then you will be involved in disciplinary action. If your usage is illegal or raises concerns about the welfare of an individual, an external organisation may be informed, such as the Police, Social Services or other appropriate external agencies.

Further Guidance about the Internet

The internet is not a secure medium and other internet users may be able to obtain information regarding your activities while you use the internet. The College takes reasonable steps to prevent access to inappropriate content and the spread of viruses. You will also receive e-Safety training on your course to make you aware of the potential risks and dangers of studying or communicating online, and how to prevent or minimise them. However, the College accepts no responsibility for any loss, either financial or any other kind, resulting from the use of internet services by any party. If you are blocked from accessing a site which is a necessary part of your course of study, you should first speak to your tutor who will raise it with the College's Safeguarding / Prevent lead via the Head of Curriculum.

YOU MUST TELL A MEMBER OF STAFF if you are concerned about yourself or someone you know being involved in:

- Cyber-bullying
- Inappropriate online behaviour
- Accessing or promoting sites or images promoting extremism

or at risk of becoming radicalised into extremist behaviours or thoughts.

You can talk to your tutor, another member of staff you trust, or you can contact the College Safeguarding Team:

North Road and Fulcrum	-	**07714 851103**
Lansdowne and Apprentices	-	**07774 974781**

If you have any questions about the IT Acceptable Use Policy please contact the Media & IT Section Helpdesk on 01202 205566.

Links to College and British values and other College policies
- e-Safety Policy
- Prevent and Safeguarding Policy
- Student Disciplinary Policy
- The College Code
- British values

Who needs to understand this policy and how will they know about it?
The following training and awareness will be put in place:

Who?	How?
All Students	Policy available on the College website and intranet, on initial log-in to the College network, student induction and PDT.
College managers, teaching staff and business support staff who interact with students	Policy available on the College website and intranet.

Policy approved by: Senior Leadership Team   Date: February 2020

Due date for review: February 2023

Bournemouth and Poole College Date June 2019 Function Equal Opportunities
This policy has been examined for equality impact i.e. the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation)
1. **If equality impact analysis is not relevant to this function give reasons and proceed to section 5 below.**
2. **In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?** This policy could have an impact on persons with sight impairment or additional needs in terms of access.
3. **In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?** This policy will ensure consistent use of college IT equipment for all students to ensure none are disadvantaged. Assistive technology is available where required.

4. **What evidence supports your judgements? E.g. Consultations, observations, expert opinions, quantative or qualitative surveys? If the evidence is n the form of an additional document, where is it stored?**
A focus group is used to develop the policy and this is then ratified by the Policy Review Group, SLT and CLG

5. **Name and job title of manager responsible**
Director of Library and IT Services