

College Network Acceptable Use Policy

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This document is the Acceptable Use Policy (the “**AUP**”) which must be followed and accepted by all users of the College’s electronic information systems (the “**network**”). “**User**” refers to anyone who has access to the College network, whether they are an employee, learner or other person authorised to use the network.

The ability to use the College’s network (including email and the internet) provides many opportunities for the College as it facilitates the gathering of information and communication with fellow employees, learners, customers and other contacts. However, this access opens up the College to new risks and liabilities. It is therefore essential that all users of the network read this Acceptable Use Policy, and make themselves aware of the potential liabilities involved in using the College’s network.

The College has an overall Security Policy governing the management of electronic information systems.

In addition, the College's ICT Policy Group has issued a Code of Conduct as guidelines of expected behaviour and good practice when using the College’s network.

1. Acceptable Use Policy

- 1.1 The College has the right to monitor any and all aspects of its telephone and computer system that are made available to you and to monitor, intercept and / or record any communications made by users, including telephones, e-mail or Internet communications. To ensure compliance with this policy or for any other purpose authorised under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 users are hereby required to expressly consent to the College doing so. In addition the College wishes to make you aware that Close Circuit Television (CCTV) is in operation for the protection of employees and learners.
- 1.2 Permission needs to be sought from the Computer Services & Systems Manager or Deputy Principal Finance and Corporate Services to review network use history, including email/web history, if inappropriate use is suspected.
- 1.3 Electronic information systems administered by Lakes College West Cumbria may be used only by learners and staff of the College and other persons authorised in writing by the Computer Services & Systems Manager.
- 1.4 The information systems are used on the understanding that the College will not accept any liability whatsoever for loss, damage, or expense which may result from the computing facilities, except to the extent that such loss, damage, injury or expense are attributed to negligence or breach of statutory duty on the part of the College or any of its servants or agents acting in their capacity as such.
- 1.5 Access gained through permitted use of the College's computers to other computing centres and facilities linked to those at this College is governed by this Acceptable Use Policy, in addition to any rules in force for use of the facilities at the remote site.
- 1.6 Your ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless authorised to do so. You should not alter or copy a file belonging to another user without first obtaining permission from the creator of the file.
- 1.7 Usernames and other allocated resources shall be used only by the registered holder. Users shall maintain a secure password to control access to their usernames on multi-user systems. Sharing of usernames will not be permitted save in exceptional circumstances by prior agreement of the Computer Services & Systems Manager. You are responsible at all times for safeguarding your passwords for the system. For reasons of security your individual password should not be printed, stored on-line or given to others. User password rights given to users should not give rise to an expectation of privacy.
- 1.8 No person shall by any wilful or deliberate act or by failure to act with due and reasonable care jeopardise the integrity of the computing equipment, its operating systems, systems programs or other stored information, or the work of other users, whether within the College or in other computing locations to which the facilities at the College allow connection.
- 1.9 Unauthorised access to computer material (i.e. a program or data) and unauthorised modification of computer material are forbidden by law (Computer Misuse Act 1990) and by these Rules, which endorse the Guidance on the Computer Misuse Act (originally published by the Universities and Colleges Information Systems Association), copies of which may be obtained from Computer Services Department.

- 1.10 Use shall not be made of facilities at other locations if a charge for such use will be incurred by the College unless such use has been authorised in writing by the Computer Services & Systems Manager. Any charges incurred in contravention of this rule will be reimbursed by the user.
- 1.11 Computer facilities available for use within the College may be used only for:
- Learning and teaching
 - Research
 - Personal educational development
 - Administration and management of College business
 - Development work and communication associated with the above
 - Consultancy work contracted to the College
- 1.12 Copyright applies to all text, pictures, video and sound, including those sent by e-mail or on the internet. Files containing such copyright protected material may be downloaded, but not forwarded or transmitted to third parties without the permission of the author of the material or an acknowledgement of the original source of the material as appropriate.
- 1.13 No person shall use, copy or transmit any software from College equipment unless a licence from the copyright holder is in force. Any restrictions placed on the use of equipment administered by the College must be observed.
- 1.14 College network users should not import non-text files or unknown messages on to the College's system without first having them scanned for viruses.
- 1.15 No person or persons shall use the College's information systems to hold or process personal data except in accordance with the provisions of the Data Protection Act 1998. Any person wishing to use the facilities to hold or process personal data shall be required to inform in advance the Computer Services & Systems Manager, to comply with any restrictions the College may impose concerning the manner in which the data may be held or the processing carried out.
- 1.16 All use of the facilities shall be lawful, honest and decent, and shall have regard to the rights and sensitivities of other people.
- 1.17 Users should not access, download or transmit any material which might reasonably be considered to be obscene, abusive, sexist, racist or defamatory. Users should not make derogatory remarks about employees, learners, competitors or any other person. Any written derogatory remark may constitute libel. You should be aware that such material may also be contained in jokes sent by e-mail. Such misuse of the network will be misconduct and will, in certain circumstances, be treated by the College as gross misconduct. The College reserves the right to use the content of any user's e-mail in any disciplinary process.
- 1.18 Reasonable private use of the network is permitted but should not interfere with your work or study. The contents of personal e-mails, sites and services accessed must comply with the restrictions set out in these guidelines. Excessive private use of the network during working hours may lead to disciplinary action and may in certain circumstances be treated by the College as gross misconduct.
- 1.19 By sending e-mails on the College's system, you are consenting to the processing of any personal data contained within that e-mail and are explicitly consenting to the processing of any sensitive personal data contained in that e-mail. If you do not wish the College to process such data you should communicate it by other means.
- 1.20 Computer and e-mail accounts are the property of the College and are designed to assist in the performance of your work. You should, therefore, have no expectation to privacy in any e-mail sent or received, whether it is of business or personal nature.

1.21 College users must never engage in political discussions through outside newsgroups using the College's network.

Breaches of this Acceptable Use Policy are offences under the rules of the College and are addressable under these rules.

If after investigation it appears prima facie that a member of the College staff or a learner has acted in breach of these rules, he or she may be denied access to all computer facilities pending the conclusion of disciplinary proceedings against him or her.