

<b>Teitl:</b> <b>Title:</b>	IT Acceptable Use Policy for Students
<b>Fersiwn:</b> <b>Version</b>	4
<b>I bwy mae'r Polisi hwn yn berthnasol?</b> <b>Who does this Policy Relate to?</b>	Myfyrwyr / Students

#### Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	<a href="#">Impact Assessment</a>
<i>Effaith ar yr Iaith Gymraeg</i>  <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr Iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i>  An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

#### Adolygu a Chymeradwyo / Review and Approval

<b>Perchennog y Ddogfen:</b> <b>Document Owner:</b>	Cyfarwyddwr Technoleg / Director of Technology		
<b>Ymgynghoriad / Consultation:</b>			
<b>Dyddiad cymeradwyo / Date Approved</b>	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		17/1/24
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	-
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	-
Corff Llywodraethu / Governing Body:		-	
<b>Dyddiad Adolygu:</b> <b>Review Date:</b>	17/1/27		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)  
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Rhifwch bob adran a pharagraff  
Please number each section and paragraph

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### **Strategy / Policy**

#### **1. Purpose**

- 1.1. This Policy documents the College's approach to acceptable use of its IT hardware and software resources by students.

#### **2. Scope**

- 2.1. The College provides computers and networked resources for student use in teaching classrooms and other resource areas. As part of this facility, Internet access, email accounts and College-owned software are available on the basis that they provide relevant resources to assist students whilst they study.

#### **3. Responsibilities**

- 3.1. By using a computer or mobile device belonging to Coleg Cambria you are agreeing not only to follow the rules in this Policy, but are also agreeing to report any misuse of the College network and resources to a member of College staff. 'Misuse' means any breach of this Policy or any other use that is not included in

the Policy and which has the effect of harming another individual or his or her property or breaking the law.

- 3.2. These policies/procedures are reviewed routinely and it is your responsibility to keep up-to-date with any changes. Violation of this policy may result in disciplinary action being taken against you.

#### 4. **College IT Resources - Purpose and Use**

- 4.1. The College provides access to its computer hardware, networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with your tutor or the IT Services team to help you decide if the use is appropriate.

#### 5. **Radicalisation**

- 5.1. Radicalisation is the process by which people come to support terrorism, non-violent extremism linked to terrorism and violent extremism and, in some cases, then join terrorist groups. The use of College computers, devices or networks to access material related to violent extremism is prohibited. The college restricts access to illegal content including racist and hate material, and material that promotes violence or attack on individuals or institutions on the basis of religious, racial or gender grounds. Any student found to be accessing such materials will be reported under the College Safeguarding Reporting Process. This may lead to external agencies such as the Police being informed of the actions.

#### 6. **Privacy**

- 6.1. Network and Internet access is provided as a tool for your education. The College reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the College and no user shall have any expectation of privacy regarding such materials.

#### 7. **Copyright and Software Licences**

- 7.1. It is the policy of Coleg Cambria to respect all computer software copyrights and adhere to the terms and conditions of any licence to which Coleg Cambria is a party. The downloading and/or installation of unauthorised software is expressly forbidden. This includes software downloads from the Internet and from email.
- 7.2. Coleg Cambria will not condone the use of any software that does not have a licence and any student found to be using, or in possession of, unlicensed software will be the subject of disciplinary procedures.

#### 8. **Chromebooks**

- 8.1. In order to protect the College's users, devices and networks, web (DNS) request logging is configured on our Chrome OS devices so that prohibited websites will be blocked and the request will be recorded, including the user's account name and IP address. Please note: DNS request logging is bound to Coleg Cambria

Google accounts (e.g. 21234567@cambria.ac.uk) and if an account is used to sign in to a personal Chrome OS device, the filtering and logging will still apply. Personal Google accounts should be used for personal Chrome OS devices.

## **9. Network Etiquette**

**9.1.** All users must abide by the rules of network and Internet etiquette, which include:

- 9.1.1.** Be polite. Use appropriate language.
- 9.1.2.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you 'meet' on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.
- 9.1.3.** Be careful. Do not jeopardise the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others or impersonate another. The password must be at least 8 characters long but longer passwords are more secure. We recommend including using a short phrase that is easy for you to remember.
- 9.1.4.** Students should not use the services of the College Internet and/or email to obtain or send such material which contravenes the law or published College policies (articles which are sexist, racist, obscene, or promote illegal behaviour).
- 9.1.5.** All email sent from an email account is the responsibility of the individual account holder.
- 9.1.6.** The contents of a network account home directory (H: drive) and Google Drive are the responsibility of the individual account holder.
- 9.1.7.** Email messages should not be sent to College staff without their prior consent.
- 9.1.8.** Students must not tamper with the settings of the network or workstations.
- 9.1.9.** Connection of personal devices is permitted using the provided WiFi network. This policy will apply to the use of personal devices while connected.
- 9.1.10.** Coleg Cambria does not allow students to install or use unauthorised software or copy or remove software from the College's devices and/or network.

## **10. Social Media**

- 10.1.** Social media is a useful tool and Coleg Cambria understands that students communicate via sites such as Facebook and Instagram. However, there are also risks attached to the use of social media and students are expected to use it responsibly whether this be on a college device or a personal device.
- 10.2.** All users must adhere to the following guidelines when accessing social media sites though the college network or on college premises.

- 10.2.1. Use of sexually explicit language or viewing, creation or sharing of sexually explicit imagery is not permitted nor advised from a safeguarding perspective.
- 10.2.2. Verbally abusive or threatening language is not tolerated.
- 10.2.3. Use of racist or extremist language which would directly contravene British and College values, as detailed in the Prevent strategy, is not permitted.
- 10.2.4. Use of social media for the purposes of radicalisation or the expression of extremist views is not permitted.
- 10.2.5. Communication with staff members unless on a College established social media site is not permitted. Any such communication instigated by staff members to a student's personal social media should be reported to the College safeguarding team.

10.3. Please be mindful of the following when using social media.

- 10.3.1. Don't post anything on social media that you wouldn't want others to see. Remember what you post could impact on your future career.
- 10.3.2. Don't be pressured into doing anything inappropriate on social media like posting photos or videos.
- 10.3.3. Don't accept people as friends or engage in conversations on social media if you don't know the people you are communicating with, be aware of "stranger danger".

## 11. **Failure to Follow Policy and Breach of Agreement**

- 11.1. The use of the College's computer network and Internet connection is a privilege, not a right.
- 11.2. Any student user found or believed to be using the service inappropriately will automatically have their entitlement to use this facility suspended without notice.
- 11.3. A student user who violates this Policy and breaches his/her agreement may have his or her access to the computer network and Internet terminated indefinitely.
- 11.4. The College may take other disciplinary action in accordance with the Student Disciplinary Procedure.

## 12. **Help and Assistance**

- 12.1. If you have any questions regarding this Policy or require help using the College network, please contact IT Services. If you notice someone using the network inappropriately, please inform your tutor or IT Services.