

## Student Information and Communication Technology Acceptable Use Policy

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**Approved by:**

**Review Date:**

**Responsible Manager:** Assistant Principal Student Experience

**Principalship Lead:** Vice Principal Curriculum & Support

**Accessible to FE Students:** Yes

**Relevant to HE:** Yes

**Relevant to WBL:** Yes

**Relevant to MOL:** No

**Relevant to Justice Sector:** No

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### Introduction

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This policy applies to all student users of The Manchester College's network, IT services and facilities. If you do not understand this policy, please ask your tutor or a manager for guidance.

## 1 Safeguarding and ICT

The Manchester College must ensure that it is able to safeguard all users of its ICT facilities. For this reason, all students are required to abide by the Student Information and Communication Technology Acceptable Use Policy which cover all fixed and mobile technologies in the College and all use of the college network. This includes the use of any personal technologies to access the college network.

Students must not access, download or have in their possession material which is sexist, racist, abusive, defamatory or obscene or material promoting discriminatory actions or illegal behaviour. Some areas of the internet contain information, in textual or graphic form, which could cause offence to other people or may be illegal to download or view. You are prohibited from accessing, viewing or downloading such material.

The College has specific responsibilities under the Government's Prevent Duty to have due regard to the need to prevent people from being drawn into terrorism. There is an important role for further and Higher Education institutions in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

Where, as a part of their study, students or staff are required to use IT equipment to research terrorism or counter terrorism agreement in writing must be confirmed by and with

a tutor or member of staff or manager as appropriate and the appropriate IT departments including, as appropriate, library or resource centre, informed.

When using any college ICT facility, students:

- must always be professional and maintain the highest standards of personal behaviour at all times
- always work and communicate in an open and accountable manner
- always use appropriate language and be respectful in any communication
- should not discriminate against anyone because of race, disability, gender, sexual orientation, faith/belief, age or any other characteristic

## 2 Online access using fixed or mobile technologies

### What technologies are covered?

The Student Information and Communication Technology Acceptable Use Policy covers all fixed and mobile technologies you may use at college.

Mobile technologies include any type of technology that can be taken with you and used on the move, as opposed to fixed technologies that stay in a fixed position for use at a fixed time. Mobile technologies include, but are not limited to, mobile phones and smartphones (mobile phones with in-built computer functions), laptops and notebooks, handheld computers such as PDAs and EDAs (personal and educational digital assistants), media players, digital cameras and e-book readers.

All online activity such as internet or intranet usage is monitored by the college for security and personal safety purposes. The college may remotely view and monitor content accessed by individuals at the same time the individual is using it through classroom management software which allows staff to:

- control what applications and websites you use
- monitor what you are doing on your computer
- send or collect files from your computer

The college may also obtain a usage history from the college servers.

### Conditions for using the technologies

The college provides internet access to assist you in your studies. This policy cannot define every specific coursework-related use of the internet. Examples of acceptable use include research for assignments and examinations, exploring online learning materials, or participating in forums or online social groups appropriate to your course.

The terms and conditions of the policy are as follows:

- 1 Some areas of the internet contain information, in textual or graphic form, which could cause offence to other people or may be illegal to download or view. You are prohibited from accessing, viewing or downloading such material.
- 2 Social networking sites should only be accessed as part of your curriculum requirement. Your online activity must not bring the college into disrepute. Examples

include uploading images or videos which show antisocial behaviour or illegal activities; making derogatory statements about the college, college staff or other students; or revealing confidential information about the college, college staff or other students. This list is not exhaustive.

- 3 You must not use images of college sites or staff, or college logos, in videos or photographs, without prior permission from a tutor or manager at the college.
- 4 You are not permitted to download and/or install software.
- 5 You must not copy or remove sensitive data or data generated and owned by the college, members of staff or other students, from the network without consent from a college tutor.
- 6 The college reserves the right to withdraw the right of internet access for any student found or believed to be:
  - in possession of material which is sexist, racist, abusive, defamatory or obscene
  - in possession of material promoting discriminatory actions or illegal behaviour
  - in possession of any material which is in breach of copyright legislation
  - using the college network to obtain such material
  - using the college network to distribute or share such material
  - using the college network to bring the college into disrepute
  - downloading or installing software
  - frequently using services that are unrelated to your course, causing college staff to be concerned about the effect of this activity on achievement with college work or your progress at College
  - playing online games other than those created for learning purposes
  - using online chat services unless specifically authorised by your tutor
  - using the college network in any way that is disrespectful or potentially harmful to other students, college staff, or the hardware and software provided by the college

By accessing email/the internet/intranet from The Manchester College network, you agree to the terms and conditions of Student Information and Communication Technology Acceptable Use Policy. You are asked not to abuse this privilege. Failure to do so may result in the withdrawal of internet access privileges.

### 3 Use of data storage devices

#### including CDs, DVDs and USB memory devices

The purpose of this section is to outline the acceptable and unacceptable use of data storage devices on college computers. USB memory devices are also known as 'memory sticks' and 'pen drives'.

It is important that you read this section carefully so you understand how to safely use devices that you save your college work on.

Conditions of use

- You can only use your own USB memory devices if they do not have to be connected to the mains electricity supply.
- Powered USB devices can only be used if they are college property and are purchased through IT Services.
- You can only use data storage devices on the college network for your college work.
- You are personally responsible for the correct use of your data storage device, including connecting and ejecting them correctly. The college will not accept responsibility for any loss of work or damage to devices caused by incorrect connection, ejection or shutting down of computers.
- Data storage devices must not interfere with the set-up of any computer hardware or software.
- Users must not bring into college any of the following through their data storage devices: computer games, viruses, public domain software (free software), shareware, illegal copies of any kind, pornography or other offensive, discriminatory or material inciting such activity from the internet or any other source.
- To ensure that your storage devices are virus-free, you should only use these on equipment with up-to-date anti-virus software. If you are unsure about this, scan your device using the college's virus protection software.
- Sensitive data or data generated and owned by the college, members of staff or other Students, must not be copied or removed from the network without consent.
- You are responsible for the information and data held on your USB memory devices and you must comply with the Data Protection Act of 1998.

## 4 Data protection

The Data Protection Act 1998 gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly.

Under this Act, the data we collect about you must be:

- fairly and lawfully processed
- processed for limited purpose
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than is necessary
- processed in line with your rights
- secure
- not transferred to other countries without adequate protection

## 5 Intellectual property rights – Copyright

Copyright laws allow owners of copyrights to take legal action where materials are used without permission. Copyright laws may apply to materials published on the internet (such as text, audio, videos, movies, music or graphics), even if there is no direct statement on a website about copyright.

Users of the college ICT facilities must follow the copyright laws. You must not:

- use illegal copies of a licensed computer program
- download, copy, store or transmit copyrighted materials without permission
- access any systems that you are not authorised to access

## 6 Plagiarism

Plagiarism involves passing off the work of another as your own. It is necessary and normal to learn from the work of others, including academic staff, fellow students and published materials, but it is essential that you always acknowledge the source of the ideas and information used in their work.

Plagiarism can involve copying from the work of a fellow student or downloading material from the internet. In these and all other cases, you must clearly state their source. Plagiarism involves not only written work, but all forms of work which you may submit for assessment, including, for example, musical composition, images, artefacts and data in electronic form on a computer.

The Manchester College uses a plagiarism detection tool (WriteCheck powered by Turnitin) which can compare students' work against a massive database of content from tens of thousands of major newspapers, magazines, scholarly journals and books as well as a database of over 13.5 billion current and archived pages of web content, and 140 million previously-submitted student papers.

### Plagiarism procedure

All forms of plagiarism will be treated very seriously by staff at The Manchester College. In addition students should be warned that plagiarism may involve breach of the European directive relating to intellectual property rights, infringement of which may result in legal action being taken against a student by the owner, publisher or distributor of that intellectual property.

- 1 If a tutor suspects plagiarism, s/he will investigate the matter in confidence with the student(s) concerned to establish whether plagiarism has indeed taken place.
- 2 If the tutor judges that plagiarism has occurred, the tutor will normally follow validating partner procedures. The matter may also be investigated under the College Behaviour, Support and Disciplinary Policy and Procedures. Where an investigation has taken place, where appropriate the decision will be reported to the relevant Board of Examiners and in line with validating partner procedures. The college will support and invoke any penalties applied by individual awarding bodies.
- 3 The outcomes will depend on the extent of the offence, the evidence submitted and will be in line with expectations or sanctions applied by individual awarding bodies, and may include work not being awarded marks, not used as evidence for the achievement of any learning outcomes or a student being asked to leave the course.
4. For Higher Education students the relevant awarding body regulations (Academic misconduct regulations) will apply.

### Plagiarism appeals

- 1 Any appeals concerning the application of this policy should, in the first instance, be directed to the appropriate Assistant Principal who will investigate the case within ten working days, consulting both the student(s) and subject teacher(s) concerned.
- 2 If a student is not satisfied with the outcome of this procedure, then s/he will have access to the college's formal academic appeals procedure.

If you have any questions about plagiarism and the policy, please speak to your tutor.

## 7 Health and safety

You are responsible for protecting your own health and safety while using college computers.

Examples of actions to take to ensure health and safety include:

- drinks or food are not allowed near computer terminals
- bags, cord or other items must not be placed where they are in the way of anyone walking past or using
- another computer
- users must use their own personal headsets on computers
- make sure that you sit comfortably in ways that don't put a strain on your eyes or body
- take regular breaks from sitting at your computer by stretching and/or standing up for a while

## 8 Security and privacy

To ensure security of the systems and the privacy of users, you must:

- not access the network with someone else's details
- not give your own access details to someone else
- not access the network through other unauthorised means
- log out of the network when you are not using it

## 9 Printing

The college is committed to reducing the environmental impact of its activities, including the use of paper for printing. All students are asked to support this aim. Please use printing facilities for course work only, and only print out documents when essential. Each student is given a printing allowance and will be asked to pay for any printing that exceeds this allowance.

## 10 Blocked websites

If a website appears to be blocked, ask a member of staff (a tutor or a member of library staff) if they can request IT Services to lift the block. This may not be immediate, but all valid requests will be dealt with as soon as possible.

## 11 Agreement

By signing your Learner Agreement as a part of your enrolment, you have agreed to abide by the College Polices and Procedures including the Student Information and Communication Technology Acceptable Use Policy.

If there is anything in this policy that you do not understand, please reread it and/or contact your tutor or manager for guidance. Failure to comply with this policy may result in suspension of access to the network and/or disciplinary action. If necessary:

- police or local authorities may be asked to get involved
- external agencies such as social networking or email member sites may be contacted

If you witness actions or behaviour by other students that is in breach of this policy, or notice any equipment that has been damaged or does not work, please bring it to the attention of your tutor, a manager or a member of college staff.