IT Acceptable Use Policy

Scope and Purpose of Policy

This policy applies to all users of IT facilities owned, leased or hired by Cardiff and Vale College; all users of IT facilities on the College's premises and all users of IT facilities connected to the College's networks, including personal devices. Users must also comply with any local instructions or regulations displayed alongside computing facilities or on computer screens.

Use of the IT facilities at Cardiff and Vale College is subject to the provisions of the Data Protection Act 2018, the Copyright, Designs and Patents Act 1988 and subsequent regulations, and the Computer Misuse Act 1990 and Local College Regulations.

The College reserves the right to monitor usage of its computing facilities, in order to ensure their proper use according to this policy. Such monitoring may be undertaken randomly or at fixed periods, dependent upon the computing facility.

This policy is underpinned by the Group's vision – Inspirational, Inclusive and Influential and will support our work towards the key drivers of Quality, Efficiency and Growth. The policy will incorporate the following principles:

- *Those who access Cardiff and Vale College Group must be **free from discrimination**.*
- *Learners will be supported to **enable** them to achieve their **potential** whilst in learning, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation.*
- *We will support learners to develop the skills they need to **progress** successfully through their lives.*

Policy Statements

Acceptable Use

Cardiff and Vale College's network and Internet provision may be used by staff or enrolled students for any legal activity that is in furtherance of the aims and policies of the College.

Certain facilities may be chargeable. Failure to pay outstanding charges may result in withdrawal of services and/or withholding of awards.

Unacceptable Use

Users must not cause any form of damage to the College's computing equipment or software, nor to any of the rooms and their facilities and services which contain that equipment or software. The term "damage" includes modifications to hardware or software which, whilst not permanently harming the hardware or software, incurs time and/or cost in restoring the system to its original state. Costs associated with repairing or replacing damaged equipment or software and/or in providing temporary replacements may be charged to the person or persons causing the damage. The costs will be determined by the designated authority.

The College network and Internet services may not be used for any of the following:

- The creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
- The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety;
- The creation or transmission of defamatory material;
- The connection of any device into the College's network without prior agreement from an appropriate designated authority (contact Head IT for further detail);
- The transmission of material such that this infringes the copyright of another person;
- The sharing or documenting of logins and/or passwords;
- The transmission of unsolicited commercial or advertising material either to other user organisations, or to organisations connected to other networks, save where that material is embedded within, or is otherwise part of, a service to which the member of the user organisation has chosen to subscribe;
- Deliberate unauthorised access to facilities or services accessible via the College's network or Internet provision;

Deliberate activities with any of the following characteristics:

- Corrupting or destroying other users' data;
- Violating the privacy of other users;
- Disrupting the work of other users;
- Using the College's network and Internet service in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of network equipment);
- Continuing to use an item of networking software or hardware after Premises and IT or authorised body has requested that use cease because it is causing disruption to the correct functioning of the College's network or Internet provision;

- Other misuse of the College's network and/or networked resources, such as the introduction of "Viruses", "Worms", "Trojan Horses" or other programs which have a 'harmful' or nuisance affect.
- The taking of deliberate action to circumvent any precautions taken by the College to safeguard the security of its computer systems.

Where the College's network or Internet facility is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the College's network and/or Internet services.

The use of any of the College's computing facilities for commercial gain, for work on behalf of others or for private or personal use (unconnected with a student's course of study at the College or a member of staff's legitimate activities), unless prior agreement has been made with the designated authority for the facilities and an appropriate charge for that use has been determined;

Enforcement

Failure to observe any of these regulations may result in withdrawal of access to IT facilities, local, College-wide or external, at the discretion of the Head(s) of the Department(s) concerned. It may also result in a recommendation that the infringement be pursued via the College's formal disciplinary procedures. Infringement of certain regulations may be subject to penalties under civil or criminal law and such law may be invoked by the College.

This policy applies to:

- *All learners within the College, regardless of mode or location of study.*
- *All staff within the College.*
- *All partners and franchise organisations.*
- *Visitors to the |College.*

Responsibilities

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.

Executive and Senior Leadership Team will be responsible for:

- Developing effective governance arrangements and ensuring that relevant policies are in place across the college.
- Reviewing this Policy and the attached procedures.

- Ensuring sufficient resources are in place to carry out the duties outlined.
- Ensuring staff have sufficient training

The Director of IS/IT is responsible for:

- Maintaining the currency of this policy and associated procedures.
- Ensuring appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

The Dean of Quality Improvement is responsible for:

- Providing appropriate training and development and support for staff to ensure they can follow the policy.

All Teaching and Skills Support Staff are responsible for:

- Act in accordance to the policy and associated procedures and inform their line managers of any activity contrary to the principles outlined.
- Attending relevant CPD events.

Learners are responsible for:

- Act in accordance to the policy and associated procedures and inform their tutor of any activity contrary to the principles outlined.
- Attend induction sessions related to this.

Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language ie making it easier for people to use in their day-to-day life.

Health and Safety Implications

There are no Health and Safety implications for this policy. Any H&S implications of research activities will be covered by the research procedures.

Linked Policies

- Equality and Diversity
- Health and Safety
- Data Protection Policy
- Safeguarding

Linked Procedures

- Equality and Diversity
- Health and Safety
- Data Protection Procedure
- Safeguarding

Approval, Change and Review

This policy is reviewed every 2 years.

Location and Access to the Policy

This policy is available from the staff intranet. A Welsh copy of this policy is available

Date approved:	14 February 2014	**Responsible Manager**:	**Director ISIT**
Approved by:	**CQSA**	**Executive Lead:**	**Chief Operating Officer**
Review date:	**October 2022**	**Accessible to Students:** :	**Yes**