

Easy Read

Cardiff and Vale College  
Coleg Caerdydd a'r Fro



# Using college computers and IT



This document was written by the **Cardiff and Vale College**. It is an easy read version of 'IT Acceptable Use Policy'.

April 2022

# Using college computers and IT



These rules cover:

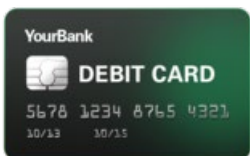
- all of our IT equipment, owned or hired by Cardiff and Vale College
- everyone who uses our IT resources at the College
- any device connected to our networks, including personal devices like mobile phones.



We have the right to check how our equipment and networks are being used.



Staff and students can use our networks and internet as long as they follow our rules.



There may be a cost to using some of our services. If you do not pay, we may stop you using some services. Or hold back awards.

## What is not allowed



Users must not cause any damage to our equipment or software. Or the places they are kept.



The term damage includes any changes made to the equipment or software, which might not cause harm but takes time or money to put back to how it was.

Any person who causes damage may be charged with the costs to repair or replace the equipment or software.

Our network and internet services may not be used for:



- Making or sharing anything upsetting or offensive. Including images or information,



- Making or sharing things that are likely to cause some people a lot of stress or anger,



- Making or sharing anything that will be damaging to the way a person is seen by others,



- Sharing things that breaks copyright laws. This law stops people being able to unfairly copy other people's work,



- Connecting any device without permission. Contact the Head of IT about this,



- Sharing or recording people's passwords or log-in details,
- Sharing unwanted adverts. This does not include adverts that are already in websites you are using,



- Using any part of the network or college services that you are not allowed to.

**When using our network or internet services you must not:**



- Destroy or damage other people's work or information,
- Abuse other people's privacy,

- Use our IT services in a way that stops others from using it. For example, through overloading the system,



- Use computer programs that can cause harm. For example, a computer virus,



- Avoid the programs and steps we have taken to keep our network safe and secure.



If you are using our network or internet services to use another network, you must follow the rules of that network too.



You should not use our IT services for anything other than your college work or study. Unless you have permission from the college.

## What will happen if someone breaks the rules



The person may no longer be allowed to use our IT services.



If the person has broken any laws further action may be taken.



The college may take **formal disciplinary action** – this is our set way for dealing with serious issues.

## Responsibilities



All staff must follow these rules and report any issues to their manager.



All learners must follow these rules and report any issues to their tutor.



Staff and learners must make sure they go to any training about these rules.

## Important laws and guidance we must think about:



Using IT at Cardiff and Vale College means we have to follow these laws:

- Data Protection Act 2018
- Copyright, Designs and Patents Act 1988 and newer regulations
- Computer Misuse Act 1990 and Local College Regulations.