

# East Sussex College

## Acceptable Use of Networks by Students Policy

### **Preamble:**

East Sussex College is bound by the Joint Academic Network (JANET) Acceptable Use Policy (AUP), as well as the laws of the United Kingdom. In such case where those conflict with the East Sussex College AUP, the JANET AUP or appropriate laws will apply.

### **I. Prevent:**

East Sussex College has a statutory duty, under the Counter Terrorism and Security Act 2015, termed "PREVENT". The purpose of this duty is to aid the process of preventing people being drawn into terrorism.

You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist. The College reserves the right to block or monitor access to such material.

### **II. Ownership of Internet-Related systems:**

Internet-related systems (including but not limited to: computer equipment; software and operating systems; network accounts providing electronic mail, World Wide Web browsing, etc.; networking and intra-net systems and software) are the property of East Sussex College. They are to be used for learning purposes in serving the interests of East Sussex College and of our clients and in the course of normal operations.

### **III. Privacy of communications:**

Learner communications on these systems are not private. While the Computer Services desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate system remains the property of East Sussex College, and usually can be recovered even though deleted by the user. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorised user from accessing stored files. The network management cannot guarantee the confidentiality of any information stored on the network.

### **IV. Monitoring:**

East Sussex College reserves the right to monitor all learner usage to ensure proper working order, appropriate use by learners, the security of College data, and to retrieve the contents of any learner communication in these systems.

The college may access user files, including archived material of present and former learners without the user's consent for any purpose related to maintaining the integrity of the network, or the rights of East Sussex College or other users or for any other reasonable purpose.

#### **V. Personal use:**

Personal use of the systems is authorised within reasonable limits as long as it does not interfere with or conflict with teaching/business use. Learners are responsible for exercising good judgement regarding the reasonableness of personal use.

#### **VI. Security and Proprietary Information:**

Information contained on Internet-related systems may be classified as non-confidential, confidential, or proprietary (trade secrets, specifications, customer lists, and research data are examples of proprietary information) as defined by East Sussex College confidentiality guidelines. Learners are required to take all necessary steps to prevent unauthorised access to this information.

- Learners are expected to keep their passwords secure and unknown to all other persons and refrain from sharing accounts.
- Authorised users are responsible for the security of their passwords and accounts.

#### **VII. System integrity and copyright:**

All users should be aware that any information, software, or graphics on the Internet may be protected by national and international copyright laws, regardless of whether a copyright notice appears on the work. Licensing agreements may control redistribution of information from the College's Internet-related systems or from the Internet. Duplication or transmission of such material or downloading shareware may not be undertaken without express authorisation from Computer Services. Learners must never open, execute, or run unsolicited e-mail attachments.

#### **VIII. Restrictions and Prohibitions on Use and Access:**

Communications and Internet access should be conducted in a responsible and professional manner reflecting East Sussex College's commitment to honest, ethical and non-discriminatory business practice. In furtherance of these goals the following restrictions and prohibitions apply:

##### **A. Data security:**

1. Personnel must safeguard their logon ID and password from disclosure to any person except the staff of IT Services. Users may not access a computer account that belongs to another. Learners must use their own logon ID and password only, are responsible for all activity on their logon ID, and must report any known or suspected compromise of their ID to Computer Services.
2. Unauthorised attempts to circumvent data security schemes; identify or exploit security vulnerabilities; or decrypt secure data are prohibited.
3. Attempting to monitor, read, copy, change, delete or tamper with another learner's electronic communications, files or software without the express

authorisation of the user (except for authorised Computer Services personnel) is prohibited.

4. Knowingly or recklessly running or installing (or causing another to run or install) a program (such as a "worm" or "virus") intended to damage or place an excessive load on a computer system or network is prohibited.

5. Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is prohibited.

#### **B. Use of equipment:**

6. Any use that violates national law or regulation is expressly prohibited.

7. Knowing or reckless interfering with the normal operation of computers, peripherals, or networks is prohibited.

8. Connecting unauthorised equipment to the network for any purpose inconsistent with the business purpose of East Sussex College is prohibited.

9. Deliberately wasting computer resources, including bandwidth, disk space, and printer paper or running or installing games or other unauthorised software on College computers is prohibited.

10. Using the College network to gain unauthorised access to any computer system is prohibited.

#### **C. Netiquette and protocols:**

11. The use of corporate Internet-related systems to access, transmit, store, display, or request obscene, pornographic, erotic, profane, racist, sexist or other offensive material (including messages, images, video, or sound) that violates East Sussex College's harassment policy or creates an intimidating or hostile learning or work environment is prohibited.

12. Any use that is deemed to adversely affect East Sussex College is prohibited.

13. Any on-line statements about East Sussex College, its position on any issue or about any competitor are strictly prohibited except those authorised by senior management and/or the marketing department.

14. Any personal, non-approved communications on East Sussex College systems must contain the following disclaimer: "The information contained herein does not express the opinion or position of East Sussex College and cannot be attributed to or made binding upon the East Sussex College."

15. Users of Internet -related systems are further advised to consider that while they use corporate systems they represent East Sussex College just as they would at a corporate function or in a College vehicle. Visits to web sites and other Internet use may reflect upon East Sussex College and should be undertaken in a serious, business-like manner.

#### **Education and Enforcement**

To promote the efficient use and to avoid misuse of Internet-related systems, a copy of this policy statement will be distributed to all learners. Learners are

required to familiarise themselves with the contents of this statement. The Head of each area will be responsible for ensuring learners are familiar with the Acceptable Use Policy (AUP).

IT Services is responsible for protecting users and the system from abuses of this policy. Pursuant to this duty, the system administrator(s) may take any of the following actions reasonably appropriate to the nature of the offence:

1. Reprimand of the offending party or parties.
2. Temporary reduction or suspension of computer system privileges, if the users appropriate tutor or Head of area is unavailable.
3. Referral to the offending learners tutor or Head of area.
4. Referral to student disciplinary procedure.

### **Miscellanea**

**Amendment:** East Sussex College may amend this Acceptable Use Policy from time to time as necessary. All users will receive prompt notice of any amendments.

**Learner Agreement Form:** Each learner by signing their Student Learning Agreement (SLA) agrees to this AUP and will only then receive a logon ID and password. East Sussex College reserves the right to require learners to sign additional agreement forms in the future.

**Disclaimer:** East Sussex College will not be responsible for any misuse of corporate internet-related systems.

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I have read and agree to abide by this policy and understand the consequences of improper use of the Network as outlined in this document.

Name ..... Date .....

Signed .....