BISHOP BURTON College

COMPUTER ACCEPTABLE USAGE REGULATIONS

This is a brief version of our 'Acceptable Usage Regulations'. You automatically agree to them by using any College computing facility. The full version is available in the Learning Resource Centre or on the Intranet. Our facilities exist for your education as long as you act responsibly. We reserve the right to examine any data stored or transmitted over our network. Access to all web sites on the Internet are monitored and logged. Access to the College network is a privilege and not a right for an individual.

SCOPE – WHO AND WHAT THESE REGULATIONS APPLY TO
The regulations cover all users of any College computing facility including staff, enrolled students, guests and third parties given express permission. use must be solely for College business and course related educational purposes.

LEGAL RIGHTS – YOU AND YOUR OBLIGATIONS
Please also refer to the College's IT Policy, the E-mail and Internet Code of Practice. We are all bound by UK and international laws including the Data Protection Act 1998; the Copyright, Designs and Patents Act 1988; the Computer Misuse Act 1990; Race Relations (Amendment) Act 2000 and the Regulation of Investigatory Powers Act 2000. There are also laws relating to a range of topics, including libel, annoyance, pornography, blasphemy, protection of minors, intellectual property rights, sex discrimination, equal opportunities, advertising standards and defamation of character, some of which are included in the Joint Academic Network's (JANET) Acceptable Use Policy.

ACCEPTABLE USE – WHAT YOU CAN DO
Every opportunity will be made for you to gain full advantage from our computing facilities as long as you are responsible and follow the guidelines. Normal activities include academic study, individual and group research, project work, assignments, revision, communication with staff and other students, plus limited personal use. Typically this involves using:
* Industry standard IT applications eg Microsoft Office and related programmes
* Subject specific software, eg CAD, Accounts
* Information sources, eg CDs, video or audio tapes, Intranet, WWW Internet
* E-mail
* Personal use must be non-profit making and not hinder access by others
* Commercial business use is prohibited unless arranged through a College manager
* Backups – we will do our best to retain your data. Note that all student data is deleted each summer so you must copy it onto floppy discs, CD or suitable USB disc.
* And use in conjunction with the normal work of the college.

LOGIN IDs – PASSWORD AND SECURITY
You will be allocated a unique personal user login ID, password and e-mail address. Never let anyone know or use your password. Logoff when you have finished. You are responsible for any misuse attributed to your ID. Only store your data on your floppy discs or your area of the network server (normally drive S). Do not store data on local hard drives (eg C).

HEALTH AND SAFETY
Where practicable the College adheres to current Health and Safety regulations and recommendations. Do not work on a computer for more than 1 hour without a 10 minute break.

DISCIPLINARY PROCEDURE

Breach of these conditions, including any related procedure or Law referred to, will lead to the following disciplinary procedure:

1.   Withdrawal of computing resources and facilities. Typically this involves:

     - *Minor first offence* – suspension from the network, or some of its facilities, for two weeks
     - *Second or more serious offence* – suspension from the network, or some of its facilities, for one month
     - E-mail offences may result in a ban for at least one term.

2.   Repeated or a major offence will lead to implementation of the College Disciplinary Procedure (student or staff) including verbal or written warnings.

3.   Reporting to the appropriate authority eg Police or FAST. We are obliged to refer breaches of criminal law to the appropriate authority.

UNACCEPTABLE AND POSSIBLY ILLEGAL USE AND BEHAVIOUR
WHAT YOU CANNOT DO

- Do not disturb anyone by using personal entertainment systems. Keep noise to a minimum.
- Do not eat, drink or smoke in any of the computer rooms (food and drink to be kept in containers).
- Do not infringe the guidelines of the E-mail and Internet Code of Practice. This includes not creating or viewing anything:
  - obscene, blasphemous, libellous or discriminatory;
  - that upsets or inconveniences others;
  - that infringes copyright;
  - that introduces a virus or similar program.
- Remember, the Laws that cover published material also cover e-mail; in general be truthful and respect the privacy and feelings of others.
- Do not move, connect to, or disconnect any equipment.
- Do not install software – including games – on College equipment.
- Do not use computer games or on-line 'chat rooms.
- Do not download media files e.g. MP3, MPEG or similar files.
- Do not "hack" into any system or data you do not have the rights to.
- Do not mistreat any of the equipment or furniture in any of the computer rooms.

NB: Switch off your mobile phone before entering any computer centre.

- Do not use, contribute or participate in social networking sites where the content may bring the College, Staff or Students into disrepute.

DISCLAIMER

Neither this document nor any of the other computer related codes of practice in any way detract from the College's disciplinary procedures. In the event of any offence being committed the College disciplinary procedures will be applied.

STUDENT AGREEMENT

I have read and understood this document. I understand that this document is available on the College Intranet. I understand that I will be expected to read, check for updates and comply with all the Computing facility regulations published on the intranet.

Signed: ....

Name: ....

Date: ....

Course Title: ....