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<b>SharePoint:</b>	Policies and Procedures: LRC/IT/Facilities/Admin		
<b>EIA Meeting Date:</b>	21 October 2019	<b>EIA Required:</b>	Yes
<b>Approved by:</b>	CMT	<b>Date:</b>	17 Mar 2016
<b>Review Frequency:</b>	Every 3 years,		
<b>Review Date:</b>	October 2022 (Aug 16 and Aug 18 (FC) minor changes) (Minor changes Oct 2019 RE)		
<b>External Web Site appropriate:</b>	NO		
<b>Linked policies/College documents:</b>	NO		
<b>Summary available:</b>	NO		

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# IT Code of Conduct

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**This document can be made available in other formats,  
on request**

**Disclaimer:**

The College accepts no responsibility for the malfunctioning of any IT facility or part thereof, whether hardware, software or other. Nor does the College accept responsibility for the loss of any data or software or the failure of any security or privacy mechanism. The College can accept no responsibility for any personal equipment such as USB devices, cameras, laptops, etc. connected to the computers or network. Use of such devices is done so at your own risk. No claim shall be made against the College, its employees or agents in respect of any loss alleged to have been caused whether by defect in the resources or by act or neglect of the College, its employees or agents.

# IT Code of Conduct

For use of IT facilities at Newbury College

## **Regulations for the use of IT Facilities and Services**

### **Scope of Regulations**

These regulations apply to all staff, students and others using IT facilities at Newbury College and relate to all types of IT facility (PCs, laptops, network facilities, remote access, internet, email, printers etc.) and both hardware and software.

### **Legal Requirements**

All users must comply with current and future legislation including:

- The Data Protection Act 1998
- Copyright, Designs & Patents Act 1988
- Computer Misuse Act 1990
- Telecommunications Act 1984
- Protection from Harassment Act 1987
- **The General Data Protection Regulation 2016/679**

Copies of these acts are available from the LRC. If you are found to be breaking the law, legal sanctions will apply.

### **Terms of using the Computing Facilities and Services**

1. You may use the College computing facilities for research, personal educational development and any use that is required as part of your course.
2. Using the IT facilities for personal gain is not permitted.
3. Users may not move any IT equipment including cabling or other IT facilities without permission from the IT Services Manager.
4. Users may not copy software from the IT facilities.
5. Users must not modify any software nor incorporate any part of the provided software into their own work without permission from the IT Services Manager.
6. Loading of software by individuals other than IT Services Staff is forbidden unless permission has been specifically granted.
7. Users must not deliberately introduce any virus, worm, Trojan or other harmful or nuisance program or file onto any IT facility, nor deliberately circumvent any precautions taken by the College to prevent this from happening.
8. Users must not try and gain access to restricted information held by the College.
9. Users must not load games software onto; or play games software on the IT facilities (this excludes use for educational activities).
10. Users must not interfere with the use of IT facilities by others and must not remove or interfere with work belonging to other users.
11. Users must not initiate or perpetuate any chain, spam, offensive or malicious message and must report any receipt of such messages immediately to their tutor or the IT Services Manager.

12. Users must report any faults with any computer equipment, software or service as soon as they are discovered.
13. Users must not create, store or transmit:
  - a. Defamatory or libellous material
  - b. Material that infringes copyright
  - c. Unsolicited commercial or advertising material
  - d. Content considered as hate speech
14. The creation, display, production, storage, circulation or transmission of pornographic or other offensive material in any form or medium is forbidden.
15. Users must not share their log in and password details unless requested directly from the IT Services department. Be careful not to allow others to see your password.
16. Users must log off when they complete a session or take a break, as failure to do so leaves the user account open to abuse. Failing to log off leaves your work and the network open to abuse by others but leaves you responsible for any activity that takes place using your college network and email accounts.
17. Users must respect the rights of others and should conduct themselves in a quiet and orderly manner when using IT facilities.
18. Users must not eat or drink in any computer room or near any IT facilities except with the exception of water in sports bottles with sealable lids.
19. Users must not reserve computing facilities for absent friends/colleagues.
20. Users must respect published times for access to IT facilities.
21. Users must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room or by IT Services.
22. Mobile phones should not be used in the LRC.
23. Using chat rooms or other social networking sites, other than those provided by the College is not allowed.
24. The uses of the IT facilities are, in general, free of charge, though some facilities, such as printing, may require payment if your initial print credit is exceeded.
25. The software available on the College's computers has often been supplied at a much reduced cost to the College provided it is used for educational purposes only. You must not use any software licensed only for educational use in connection with non-academic work.
26. If in doubt whether something you want to do with computers is permissible, ask advice from IT Services.

### **Bring Your Own Device (BYOD) and Remote Access Policies**

1. Use of personal devices or remote access is permitted for use of IT services authorised by the IT Manager. Any usage of personal devices on or off-site to access college-provided facilities and services are still subject to the terms contained in this Code of Conduct.
2. The College may in some situations require access to personal devices in order to add, remove or alter data, software and settings stored on it that may provide, improve or remove access to College-provided facilities and services. Permission from the user will be sought. No actions will be taken without the user's prior knowledge.

3. In a situation where the user has broken the IT Code of Conduct on a personal device, the College must, if deemed necessary, be provided access to the device to prevent or remove any security threats.
4. In a situation where the user has broken the IT Code of Conduct on a remote device, the College will, if deemed necessary, prevent that device and/or user from accessing any College-provided facilities or services
5. Newbury College accepts no responsibility for the loss of any data, settings, or software that may occur on a personal or remote device while:
  - a. The user is accessing or using any College-provided facility or service, including the Internet.
  - b. The device is being used by IT Services to add, repair, improve or remove any software, settings, data or security threat.

### **Mobile Device Management (MDM) Policy**

1. Any device(s) provided to users by Newbury College are subject to the terms of this Code of Conduct. Anyone found to be breaking the terms of the IT Code of Conduct while using College-provided devices will have them confiscated and will be subject to the College's disciplinary procedure.
2. All College-provided devices remain property of Newbury College and may be reclaimed at any time.
3. All College-provided devices must be returned to the IT Services department at least once per year and will be subject to the following:
  - a. A check to ascertain the condition of the device, ensure it is still in proper working order and to make repairs if necessary. If the device is irreparably damaged or not working it may be kept indefinitely and a replacement may not be issued.
  - b. Installation of any and all available software and security updates.
  - c. Removal of any inappropriate materials, software, data, etc. If anything found breaks the terms of the IT Code of Conduct the user may be subject to the disciplinary procedure and may not have the device returned to them.
  - d. Where applicable and necessary, reconfiguring or updating of settings to add, improve or remove access to facilities and services, both hardware and software.

This procedure may cause any stored personal, business or College-related documents to be lost. Before the item is returned to IT Services for this check, it is recommended that any important documents and files are removed or copied to another device. Should you require help with this, please ask IT Services for guidance. Newbury College accepts no responsibility for the loss of any data, settings, or software that may occur during repairs or upgrades.

## **Using the Internet**

Internet access is provided for educational purposes only. During lessons lecturers will guide students towards appropriate materials. Outside lesson time you must only access sites which are appropriate for use in college. Any attempt to bypass filtering software may result in the user being stopped from accessing the Internet entirely.

The filtering software logs all internet activity including searches. This can be checked for inappropriate usage including, but not limited to, racism, violence, radicalisation and pornography. Information gained from these reports may result in action under the Code of Conduct Policy.

Any incidents that may be deemed as a possibility of radicalisation must be reported to the Safeguarding Team and the Principal or Deputy Principal even if, subsequently, it is deemed to be a false alarm.

Any incident that may be deemed to be breaking rules of data protection and/or GDPR regulations must be reported to the Data Protection Officer.

## **Redistribution of College content**

It is forbidden to redistribute or transmit any College owned content, including College provided resources and content provided as part of Teams meetings to anyone except to other members of your course.

## **E-mail Facilities**

If you are a staff member or student then you will be provided with a Newbury College email account. E-mail access should only be used for College business, as part of your course or to sign up to educational resources. All students have the rights to set up an email account with an Internet email provider, such as gmail, but if you use this personal account from a College PC then you are still bound by this Code of Conduct.

## **Damage**

Users must not cause any form of damage to the College's IT facilities, accommodation and related services. Users may be charged for the cost of any damage caused.

## **Loans**

Facilities may only be borrowed with written permission on the appropriate form obtainable from the IT Services Manager or your tutor. All student requests must be supported by a tutor's signature.

## **Housekeeping**

Users' data and software may be subject to periodic checks for unauthorised files or excessive disk space usage. Once you have left college, any data held in a network account will be deleted. If you require a copy of your data before you leave then contact IT Services for assistance if required.

Printed material left in the LRC will be disposed of daily. Any disks or pen drives found should be handed in to the LRC, IT Services or main reception.



## **Faults and problems**

Faults and problems occur from time to time. Do not try and fix the fault yourself but please report the problem to the LRC or IT Support staff so that the problem can be rectified as soon as possible. You can report faults through the College Intranet site, phoning 5244 or emailing [it-support@newbury-college.ac.uk](mailto:it-support@newbury-college.ac.uk)

## **Network Monitoring**

The IT Services department monitors email and Internet usage and keeps records of those found to be misusing the IT facilities.

**Failure to follow the IT Code of Conduct will result in a ban on using the facilities. Offenders are dealt with under the terms of the College's Code of Conduct Procedures. Any person found to be breaking the law may also face prosecution by external agencies.**

Date: Oct 2008

Last Reviewed: Aug 2013, Jan 2016, Aug 16 (minor update), Aug 18 (FC – minor update), Oct 19 (minor update)

Next Review: Oct 2022

RE\SP\P&P\LRC\ITFACILITIES\06.09.18