

Acceptable IT Use Guidance for Students

Introduction

City College is pleased to offer students access to the College's Computer Network, Internet and Email. This Acceptable Use Guidance sets out the requirements with which you must comply when using the College's email and internet services including mobile technology on College premises. It is appreciated that technology we use can be of benefit and help students prepare for life in the modern world but care must be taken when using technology.

Personal Responsibility

By establishing your account password and using the College's Network, Internet or E-mail system, you agree to comply with these guidelines. Failure to follow this guidance will result in your access being removed and may result in you being removed from the College and reported to the relevant authorities.

Social Media Use

Students are reminded that what they put on social media is permanent and could not only affect the reputation of themselves and the college, but damage their employment prospects in the future.

Be Professional, Responsible and Respectful.

The following is intended to provide students with clear advice and guidelines about how they may use the College IT facilities.

You must not get involved in the following activities whilst accessing the College IT systems

- Bullying / Cyberbullying aimed at other students or members of the college community
- Attempt to access illegal, offensive or obscene material via websites

- Take photos or videos of other students or any member of staff on college premises and share this on social media without their permission
- Send any offensive messages by email or via social media to other students. This includes obscene photographs or videos.
- Use social media to threaten, or harm another individual(s)
- Make racial, sexual-preference or gender related slurs or jokes
- Promote racial or religious hatred, terrorism, extremism or any other content that could be considered offensive, illegal or discriminative
- Reveal personal information such as the home address, telephone number or financial data or another person, or yourself
- Get involved in illegal activities or encouraging others to do so
- Access gambling sites
- Use another student's password to send information purporting to come from that person
- Upload a virus, harmful component or corrupted data
- Use email to receive, print, copy or reply to sexually orientated messages or images

Mobile Phones and Tablets

Mobile phones and Tablets are permitted on the premises but are not to be used during lesson hours, when they should be switched off unless given consent by the teacher for educational purposes.

Library and common area computers

Students must respect all of the IT equipment provided by City College. If there is a problem with one of the computers or printers please inform a member of staff and they will contact the IT department. Applications should not be downloaded onto the computers unless prior consent is given by the IT Department. You can contact the IT team for more information: E: Helpdesk@southampton-city.ac.uk

Bring Your Own Device (BYOD)

The college allows you to use your own computing device, including mobile phone, to access the College network subject to the following conditions.

- You can only connect your device to the College wireless network, using instructions provided by the IT Service Desk
- It is your responsibility to make sure your device's software is up to date and the operating system updates are applied; and
- Where supported by the operating system, an up to date anti-virus application should be installed and working.

The college offer facilities to charge personal devices at various locations across our campuses. All belongings are left at the individuals own risk and the college accepts no responsibility for any loss or damage incurred as a result of using these.

Monitoring

Students are reminded that the use of City College email address and using the internet on our computers is monitored at all times by the IT department. Anyone who attempts to access inappropriate websites or material will be warned and will follow the college disciplinary procedures.

If you have any questions about the above Guidelines please refer them to the IT Support Manager, who can be contacted via the IT Help Desk on the Ground floor of Mayflower or via email at: Helpdesk@southampton-city.ac.uk

Agreement

When you first log on to college systems you are asked to accept the Acceptable Use IT Agreement. It is important that you understand your responsibilities, so if you are ever unsure about what is allowed always ask a member of staff including your Tutor or one of the student advisers based in the Emily Davies building. If you are worried about another student or you feel you are not safe at college, home or work, please contact the safeguarding panel on: T: 07900 684 493 Or Email: safeguarding@southampton-city.ac.uk