

### Disciplinary Procedure

The process followed by the College in the event of a breach of the above rules by a student is as follows:

**Stage 1:** Immediate withdrawal of College IT use for a period of one week. A notice will be sent to the student via their tutor detailing the offence, with a copy sent to their parent / guardian. The owner of the USERNAME must go to IT services and speak to the Systems Manager or his appointed deputy, to explain their actions and have their account re-instated, on or after the date shown on the notice.

**Stage 2:** Withdrawal of College IT use for a period of up to 6 weeks. College disciplinary procedures will ALWAYS be invoked for second offences.

**Stage 3:** Suspension from College pending further investigations, this could lead to permanent exclusion, see the College Disciplinary Procedure.

At all STAGES please note that:

1. for serious offences, we may go straight to stage 3
2. the College Disciplinary policy will be followed. This may involve a Behaviour Contract or other sanctions.
3. Police will be involved if we suspect that a criminal offence has been committed

### Health & Safety

Current Health and Safety regulations and recommendations are available from the following web site: <http://www.ictHubKnowledgebase.org.uk/healthandsafety>. The use of this web site for information is made available via a [Creative Commons Attribution-NonCommercial-NoDerivs 2.0 UK: England & Wales License](#). We hereby acknowledge the work of Lasa IST in providing and maintaining this information for the ICT Hub Knowledgebase.

### Legal Obligations

In addition to these conditions, the use of computers in general is regulated by Several Acts of Parliament, concerning Computer Misuse, Data Protection, Copyright and Freedom of Information. Further information can be obtained from IT Services.

The applicable laws (as amended) include, but are not limited to:

Computer Misuse Act 1990, Copyright Designs and Patents Act 1998, Criminal Justice Act 1988, Defamation Acts 1952 and 1996, Freedom of Information Act 2000, Human Rights Act 1998, Obscene Publications Act 1959 and 1964, Protection of Children Act 1988 Protection from Harassment Act 1997, Public Order Act 1986, Race Relations Amendment Act 2000, Telecommunications Act 1984, Data Protection Acts 1984 and 1998, Sex Discrimination Act 1986, Regulation of Investigatory Powers Act (RIPA) 2000

The use of specific computer software is also subject to the terms and conditions of licence agreements into which the College has entered.

The College will be obliged to refer breaches of criminal law to the appropriate authorities. College members will be bound to aid any investigation undertaken by the police where an alleged breach of criminal law is involved.

Paston College reserves the right to alter this policy without prior notice or warning. The latest version can be found on Moodle and the college website. **IT Services Sept 2009**

## IT Services - Users' Rules (Acceptable Use Policy)



### Conditions for using the Paston College Computer Network, VLE, eMail, Wireless Services and any other form of Internet Connection provided by the College.

This Policy applies to **ALL** users, whether **staff or student**, of College Information & Communication Technology (ICT) systems. This encompasses use of all computer systems, networked, stand-alone and portable systems including those that connect remotely to, or through the College network, this includes your own personal devices (e.g. Laptops, PSPs, PDAs, IPODs, SmartPhones etc that in anyway use a connection, either wired or wireless, through the college network). This also applies to use of Video Conferencing, and Telecommunications systems. Students agree to abide by these rules when signing their enrolment form.

In addition, use of the Internet is also governed by our service provider's acceptable use policy which can be viewed at: [www.ja.net/company/policies/janet-aup.html](http://www.ja.net/company/policies/janet-aup.html)

*Please note that the uses of all systems are monitored. The College reserves the right to examine any files stored on College equipment and any information being transmitted over college networks and email systems.*

### Help and Support

Your first 'port of call' should be the IT Services Help Desk, email [itservices@paston.ac.uk](mailto:itservices@paston.ac.uk) or by visiting on the first floor of 'A' block – students **MUST** bring their Student cards as proof of identity. **Staff** may phone extension **207**.

### Your Network Account

When you joined the College you will have been issued with a username and password with which to access the computer network. The first time you sign into the College Network you will HAVE to confirm your acceptance of these rules / policy.

- Never let anyone know your password or let anyone else logon using your USERNAME. **You will be held responsible for any misuse attributed to your USERNAME. This includes misuse by other people. You may also be liable for prosecution if you are criminally negligent.**
- Log off (or better still shut the computer down) whenever you finish using the computer. Make sure you return to the logon screen, or the computer has shutdown. If you don't, someone could modify or delete your files or breach this policy using your USERNAME.
- Do not attempt to gain access to someone else's USERNAME or data. This is a criminal offence under the Computer Misuse Act 1990.

### Wi-Fi Access

Wireless network access is available across the whole college site. To use this facility you will need to bring your wireless device to IT Services to have access keys applied and virus software checked. Contact IT Services via email [itservices@paston.ac.uk](mailto:itservices@paston.ac.uk) to arrange an appointment. **All of the policies in this document will still apply to YOUR use of this service.**

### E-Mail Communication

- Staff and students may access College email services both in college and remotely via <https://weboutlook.paston.ac.uk>. **Only STAFF** have access on college machines through MS Outlook.
- Personal opinions should be represented as your own and not those of the College or Corporation.
- Unsolicited email should NOT be sent to 'ALL users' of the college email systems. Any such use of the service by students or staff will be deemed a misuse of the system.
- Caution should be exercised when sending confidential information via e-mail.
- Mailing Lists have been set up to cover specific groupings of staff – please ensure an appropriate list is used. If unsure, contact IT Services for clarification before proceeding. Do not use the 'all-staff' mail list unless you really need to contact every single member of the college staff (this list includes cleaners and other part time workers who are not usually on site during the working day.)
- Any student using any of the 'ALL.....' mailing lists, or selecting everyone from the mailing list, will have their network rights immediately removed.
- College email addresses **MAY NOT be used for registering with Social Networking sites, return mail from such sites is blocked.**
- No chain letters may be sent or forwarded from the college network
- Offensive material must never be transmitted through the email system. This specifically includes email communications with other students.
- Do not open any attachments if you are not expecting them. If necessary, e-mail the sender for confirmation.
- If in doubt contact IT services for clarification / confirmation.

### Moodle – VLE

The College is using Moodle as its Virtual Learning Environment (VLE). It is accessible from any computer (either at college or elsewhere) by typing the following address into the url line: [moodle.paston.ac.uk](http://moodle.paston.ac.uk) (note, **you do not need to type http://www.** before it). To log on, type in your college username and password (note, **you do not need to type '\paston\' before your username**).

On Moodle you can access pages relating to all courses that you are enrolled on during your time at College (this includes tutorial and enrichment). Your teachers will make available on Moodle pages course materials and resources, activities, and other important information (coursework dates, links to external resources etc.) to support you in your learning.

All use of Moodle, whether accessed from within College or elsewhere, is covered by the terms and conditions of these IT Services Users' Rules.

### Data Storage

You will have your own secure home directory on the Network (drive Z:) in which to save your work. No-one, other than IT Services staff, has access to this area.

Students are allocated 30Mbs of storage on their Z Drive and 10Mbs for E-Mail storage

- **Do not store data on local hard drives (usually C:) which includes "My Documents"**. Files stored on local hard-drives are not secure and could be deleted.
- Although College networks are backed up regularly and so damaged or deleted data can often be recovered, it is the responsibility of the user to back up their own files. Floppy disks, CDs, and, for larger files and for added security we recommend the use of 'Data Sticks' (AKA: Pen Drives, Memory Sticks), all available to buy from the College Print Room for this purpose.

**USERNAMES and data are removed from the system when a user leaves the College**

### Unacceptable behaviour

**All users are expected to behave in a responsible manner respecting the rights and needs of other users.**

- Eating and drinking are not permitted near computers in classrooms or open access areas.
- Computer games, including those found on the internet **must not** be played, this includes computers in open access areas
- Video and Music downloading and streaming is not permitted – in the event that such services are required by your course subject teachers MUST contact IT services in advance.
- College Internet/Intranet, email, computer, video, and telecommunications systems should be used for College business and course related purposes only.
- Intentional or accidental damage, or disruption, to systems or data caused by hacking or reconfiguring is a criminal offence and will not be tolerated.
- Disks / Memory Sticks used on computers outside college must be guaranteed free from viruses before being used on College machines. (If uncertain, ask IT Services staff to check them before use)
- **ICT equipment MUST not be disconnected or moved without the prior knowledge and consent of IT services.**
- By law obscene, pornographic, discriminatory, defamatory or other material that may offend must not be transmitted over the College, national, or public networks. Nor may it be displayed on or stored in College computer systems.

**Installation of Software or Hardware – (For the purposes of this document, and also by FAST, (the Federation Against Software Theft), copyright MUSIC and VIDEO files are regarded in the same way as software)**

All software in use at the College must be licensed and validated on the College network. Licences for all SOFTWARE (for possible audit by software theft agencies) and ALL purchases of HARDWARE must be purchased through IT Services

- **Software must not be downloaded or installed on College computers or run from removable media (disk, CDROM, Memory sticks etc).**
- **"Software" means any program, utility, screen-saver, Freeware or copyright dataset available from any source including the Internet, disk or CD**
- **Hardware, with the exception of Memory Sticks, must not be installed on or connected to the College network or computers except by, or in arrangement with, IT Services.**
- **All local and networked software is licensed for use at the College. Copying this software is a criminal offence.**

### Printing Services

Students are allocated a basic £2 worth of free printing (100 black and white A4 printouts at 2p a sheet). Colour or larger sizes will cost more. When this limit has been reached you will be required to top up your account at a specified cost per print. Additional credits can be obtained from the Print Shop in A block.

### Access to the Paston Network from home or other external sources

Currently only available to staff, who may contact IT Services Support Desk on extn 207 for further information.

However, Students have external access to Moodle, (the VLE), at [moodle.paston.ac.uk](http://moodle.paston.ac.uk) and to College email via [weboutlook.paston.ac.uk](https://weboutlook.paston.ac.uk)