

## Regulations for Use of College Networks 2015

The College takes its duty to protect the rights and work of all College students and staff very seriously. The following regulations are designed for the benefit of everyone using the College network for genuine academic purposes. The wireless network is provided for your use but we cannot give support to personal devices used on it.

1. Every user of the College network is given their own individual login details. You must not allow anyone else to use your login, and you must not use, or attempt to access the network under someone else's credentials.
2. You must take every precaution to protect your login credentials – this includes locking or logging-out of a workstation when you're not actually using it.
3. You must not alter the hardware or software configuration of any College computer, nor copy software to a College computer or network storage without the permission of ILT Services.
4. You should never attempt to make unauthorised access to any part of the College network.
5. You must not attempt to circumvent the web filtering systems.
6. You may not load or run any software except that installed by the College ILT Services Department. If in any doubt, visit ILT Services in room 623.
7. Computers, internet access and email are provided to be used for work directly connected to your courses at College.
8. Your accounts should be used responsibly and must not offend in any way. You should never attempt to impersonate another person, scandalise, bully or threaten anyone else online. (For more information see the Social Media Policy).
9. You must not copy or scan documents unless it is permitted by the College Copyright Licences (displayed by photocopiers around the College).
10. You may not store any files unrelated to your College work in your user area or other network drives.
11. Your use of the College Network is subject to the provisions of the current Data Protection Statement. All students are subject to the use of information described in this statement.
12. Your network account at College is a privilege which will be withdrawn if your use is inappropriate or offensive. Disciplinary action may be taken in the case of inappropriate use.

Any student or member of staff attempting to violate any of these rules will face disciplinary action.

The College reserves the right to suspend or withdraw a student's computer rights and to suspend or exclude the student from College depending on the nature of the violation.

The College will report to the Police any suspected violation of a criminal nature.

We reserve the right to alter these regulations at any time and without prior notice.

The College monitors the use made of the College Network in accordance with the Regulation of Investigatory Powers Act.