

Background

Information Technology (IT) is an important and integral part of life at Redcliffe. IT facilities are used extensively by staff, students, voluntary workers and visitors. Redcliffe students will need to bring a personal computer in order to complete their studies, as College do not provide computers for student use. The IT facilities provided by the College for student use include the library computers, printers, scanners, and screens located in the seminar rooms. It is important that these facilities are used in a considerate, secure and appropriate manner, which respects others and is honouring to God. These terms outline practical principles and responsibilities to help all users achieve this.

Considerate use

IT facilities should not be used in ways that will disrupt others, invade their privacy or distract them from work/study.

Library and study room computers are intended to facilitate students in using the library, and printing and scanning assignments and resources. These computers are not to be used by students for extended periods of time, or for other activities (such as web browsing or assignment writing).

Internet use should be moderated during office hours (9am to 6pm Monday to Friday). During this time the internet should only be used for work/study related purposes. Other incidental use, such as checking email, virus updates, or tasks that cannot be done at a different time are also permitted.

Users **should not** use the internet to download or stream television programmes (e.g. BBC iPlayer, 4oD) at any time unless specifically for study purposes. Students should avoid using YouTube, radio, online music, peer to peer file sharing, online gaming or any other high bandwidth internet activities not essential for study purposes. Use of VoIP telephony services (such as Skype) is permitted, under normal use. Please use Skype-video in moderation. Please use the internet in moderation, and confine all internet related social activity for outside office hours. Redcliffe internet bandwidth is a shared and limited community resource that means internet usage by one student can impact internet availability and speed for their fellow students.

Be sensitive to others when sending emails, particularly to email distribution groups, and send only to those who need to receive your message. Be mindful of sending large attachments, as not everyone can receive or open these easily. When writing emails always assume that they may be read by someone other than the intended recipient.

Secure use

Computers connected to the wireless network must have up-to-date antivirus and appropriate firewall software installed and running.

Computers must not be left unattended if logged on to the College IT network, in order to prevent unauthorised access to yours and others' data. Personal laptops should be password protected and should be 'locked' when you are away from the screen.

Take care not share your passwords with anyone. Do not write down your passwords in files on your computer or on paper left near any computer. If possible write a hint to the password rather than the actual password.

Do not share the Student wireless network WEP key with anyone not studying at the College. Do not leave

documents containing the WEP key unattended.

Sensitive or personal data must not be stored on College IT facilities.

Appropriate use

Software licensed to the College, or data owned by College, may only be installed on College facilities. Possession, distribution or installation of pirated or unlicensed software is illegal and grounds for prosecution under English Law.

Using College IT facilities to access, download, storage or display of any kind of inappropriate material (which shall be defined as pornographic, sexually suggestive or sexually explicit material) is strictly prohibited.

The College IT facilities must not be used for private commercial, business or political purposes.

The College IT facilities must not be used to carry out illegal activity or to violate the laws of Great Britain. Illegal activity is grounds for prosecution under English Law.

Other conditions

The College reserves the right to use network and security monitoring systems to monitor all computer and internet use across the College IT facilities, and to inspect all data stored on its file servers.

Users must not attempt to adversely affect the College IT facilities or attempt to circumvent any system intended to protect the privacy or security of others, or attempt to circumvent any system that monitors or records the use of these facilities.

Users are responsible for backing up and keeping additional copies of their personal data. While data stored on the College file servers is backed-up, the College cannot be held responsible for the loss of data on personal devices where the cause is beyond the control of the College.

Immediately on concluding a programme of study with the College, users are responsible for taking copies of their personal data and to make alternative email arrangements. Old user data is regularly deleted from the College file servers and once removed cannot be recovered.

While using the College IT facilities you must also comply with other College policies, where applicable, including those dealing with intellectual property protection, privacy, misuse of College resources, sexual harassment, information and data security, and confidentiality.

Agreement

I understand and agree to abide by the above terms. I understand that network and security monitoring systems may record and store the electronic messages I send and receive, the internet address of any site that I visit, and any network activity in which I transmit or receive any kind of file. I understand that any violation of this agreement could lead to disciplinary action.

Signature: _____

Date: ____/____/____

Full Name (print): _____