

IT Acceptable Use Statement

When using College IT facilities it is not acceptable to:

- Access facilities or services without authorization
- Mistreat or tamper with equipment
- Remove, deface or tamper with equipment markings or labels
- Infringe copyright
- Create or transmit any offensive, defamatory, obscene or indecent images, data or other material
- Transmit commercial or advertising material
- Waste staff effort or IT resources
- Corrupt or destroy other users' data
- Violate the privacy or disrupt the work of other users
- Use the College network or internet service in a way that denies service or access to other users
- Continue to use a piece of equipment or software after a member of staff has requested you to stop using it
- Introduce viruses, malware or ransomware into the system



And, unless as part of your coursework, it is not acceptable to:

- Load, alter or remove software or files
- Alter hardware or software settings
- Unplug or move equipment

All use of college services is logged and internet access is filtered and monitored in order to ensure that the College can meet the Prevent Duty and good safeguarding practice. Reports are generated which will be reviewed by an appropriate member of staff as a matter of routine

Failure to comply with the above may result in withdrawal of access to IT facilities and disciplinary action being taken against you.