

Version: 5.2

Last Updated: 20th August 2010

Reference: Aidan Sheil, Sharon Millership

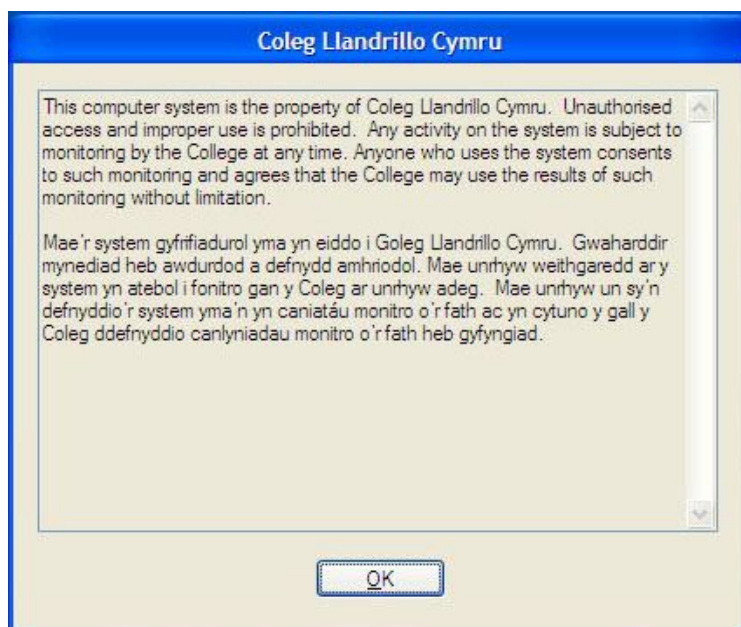
Next Review Date: August 2011

### **Purpose of this document**

This document has been written as a guide for students, and staff, to provide information on ICT facilities available to students and to make students aware of their responsibilities when using ICT within Coleg Llandrillo. This policy operates within the framework of the equality and diversity related policies of the College. ICT (Information Communication Technology) includes all computer, network and technology facilities at the college. This policy will be updated as necessary and staff and students are expected to review the policy periodically.

### **General**

A disclaimer is displayed on all college networked computers as follows:



Accounts are provided for college course work only, and as stated in the disclaimer, by logging into the machine students are agree that any activity on the system may be monitored.

Students must:

- Ensure they have their ID card at all times when on college campus
- Ensure they logout of the system when they leave their PC unattended
- Ensure no one knows their password, not give their password out to anyone and not let anyone else use their network account for any reason
- Make all reasonable efforts to ensure that their network access remains secure and report any breaches or suspected breaches of security to ICT Services immediately

### **Network Account and Data Storage**

Account login and passwords will be issued by the course tutor. The student password is assigned centrally and cannot be changed unless requested to the ICT Services Helpdesk (based in Dinerth Block at Rhos site, ext 460). If a student forgets their password they can request it by showing their ID card to a course tutor, member of IT workshop staff or ICT Services.

# COLEG LLANDRILLO

## ICT USAGE POLICY – STUDENTS



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If an incorrect password is attempted more than 3 times in a row the account will be locked and further attempts to log in will not be allowed for 15 minutes. This can be cleared by request to the ICT Services Helpdesk.

Students with individual network accounts will have 100mb of data storage by default. This can be increased if deemed necessary by request of the student's tutor. This storage area is seen in My Computer as drive **h:** - no one else has access to this area and this is the area where all work should be saved.

Work should not be saved to the c: drive as it will be lost when the user logs out of the network. Work should also not be saved directly to removable media such as floppy disks or USB pen drives - it should be saved to the network h: drive first and then be copied to these devices.

There is a folder called **docs** and a folder called **config** on all student h: drives – these folders are required by the system and should not be renamed or deleted, as this will stop some programs from running. Many applications will default to save work to the h:\docs folder but students can also create additional folders to organise their work.

Coleg Llandrillo uses Moodle for its Virtual Learning Environment (VLE). Access to this facility will be provided to students by the course tutor/s.

Student accounts and data will be kept for 12 months, if not used for a 12 month period they will be deleted.

### **Email**

The student's External E-mail address will be [userid@cloud.llandrillo.ac.uk](mailto:userid@cloud.llandrillo.ac.uk)

Students can access their email accounts within college using the icon called "Student Email" under the Programs folder, and externally at the following URL

[www.google.com/a/cloud.llandrillo.ac.uk](http://www.google.com/a/cloud.llandrillo.ac.uk)

They can also follow the link on the college web site for Student email.

If a student forgets their e-mail password it can be reset by contacting the ICT Services Helpdesk.

For all network account queries students must show their ID card.

Student e-mail is recreated every summer and students who carry on to the next year will begin the September term with the same account but with a blank mailbox and no e-mail password set.

### **Internet access**

**Internet access is provided to students for college course work only.** All Internet access is monitored and web sites deemed inappropriate are blocked from being accessed. If a student feels that a web site is blocked incorrectly they can request access through their tutor who will pass this request on to ICT Services.

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### **Printing and consumables**

Students need to be environmentally responsible, use onscreen print preview facilities, only use printing facilities when necessary, and avoid printing multiple copies. **The existing print control facilities at the Coleg Meirion-Dwyfor sites have been reconfigured to work on the Coleg Llandrillo network and will work as previous with terminals and swipe cards. These facilities will be introduced at all Coleg Llandrillo sites during Academic Year 2010/11.**

### **Account Responsibilities**

#### **Abuse of the E-mail**

**College policy does not allow the following when using the e-mail system:**

- Use of the E-mail system when and where requested not to do so by any member of staff
- Sending of multiple E-mails. (A single E-mail to a number of individuals or distribution lists)
- Sending abusive or threatening E-mails
- Sending of E-mail that may bring the colleges name into disrepute
- Distribution of potentially offensive graphics as attachments
- Distribution of games and other software as attachments
- Use of other people's E-mail accounts, or attempted use of other people's e-mail accounts, either by proxy or by obtaining their passwords
- Sending of excessive personal e-mails
- Other abuse not listed

#### **Abuse of Internet access**

**College Policy does not allow the following when using the Internet:**

- Excessive web surfing for personal use
- Downloading of any software
- Attempting to deliberately access offensive or unauthorised sites
- Attempting to deliberately access sites containing information which could be described as "hacking tools"
- Playing games or attempting to run peer to peer activities
- Other abuse not listed

#### **Abuse of Software, Systems, Hardware and Network facilities**

**College policy does not allow the following when using any college ICT facilities:**

- The use or attempted use of unlicensed software, systems or hardware
- The installation or attempted installation of any software, systems or hardware
- The copying or attempted replication of college software
- Any attempt to use any software not available through the "Application Launcher" Window
- The copying, transmission or submission of material such that this infringes the copyright of another person or organisation
- Use of other people's login accounts, or attempting to use other people's login accounts

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- Attempting to use hardware or software to capture network traffic, e.g. information on users login ids, passwords or network activity
- Attempting to access any unauthorised data area on the network
- Saving of inappropriate material to any college PC or network area e.g. music files, games, graphics, and other files not related to college work
- The creation or transmission of any offensive, obscene or indecent images, data or other materials, or any data capable of being resolved into obscene or indecent images or material
- The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety
- The creation or transmission of defamatory material
- The introduction of viruses from external sources
- Any attempt to re-configure or change any software settings on any PC
- Any attempt to remove attached devices or attach unauthorised devices to a machine or to the college network, or any attempt to move or disconnect any college ICT equipment e.g. PC, printer, telephone
- Corrupting or destroying other users' data
- Violating the privacy of other users
- Disrupting the work of other users
- Other abuse not listed

### **Consequences of any abuse:**

Any abuse of ICT Facilities is regarded as a serious breach of the College's disciplinary code and will lead to action being taken against the students involved as follows:

- Accounts will be disabled whilst the alleged abuse is investigated
- Abuse of the system may lead to students being subject to the College disciplinary procedures

A user who breaks this agreement will be dealt with in accordance with the College disciplinary code. Sanctions include:

A reprimand

Withdrawal from the College

Suspension from the College

Exclusion from the College

### **Contacts**

Any queries about the content of this policy should be taken up with the student's course tutor in the first instance.

Any queries with regards to the use of any ICT system should first be taken up with the course tutor. There is also a drop in IT workshop facility at each site where support is available.

Any queries about passwords or any possible breach of network security should be reported to the course tutor and/or to ICT Services as soon as possible.