

Ernest Bevin College

Internet and College Network Acceptable Use Policy



Student Version

(applicable to guests and users not enrolled with the College)

The College recognises the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Computer Network services in the form of Network computer and device access, Software, Internet access and Electronic Mail (E-Mail) as well as loaned computers and devices are available to students and guests (termed 'users' in this document). This necessitates prior acceptance and agreement with this College's Acceptable Use Policy (AUP) including the disclaimer that this document describes.

To gain access to the services provided by the College network, related devices and the Internet and network available software, all students (even if they are not part of the College) under the age of 18 must obtain Parental/Guardian permission and must sign and return this form.

Students and guests (i.e parents, guardians and visitors) aged 18 and over may sign their own forms.

Important: Just by using and/or logging into the College systems with or without a username and password and accessing the network and Internet within the College is deemed as having accepted this College Acceptable Use Policy with its disclaimer as well as conditions attached.

Access by students and guests outside of enrolment with this College is available by permission from Staff and may not have to physically sign this AUP, however acceptance of this AUP is implicit on the basis of using of any part the College network services for any reason and at any time.

Acceptance on the use of College network, Internet, E-Mail and the College Managed Virtual Learning Environment ('Fronter')

Students are responsible for good behaviour on our computer network just as they are in a classroom or corridor. Communications on the network are often public in nature. General college rules for behaviour and communications apply.

The network, e-mail facility and managed virtual learning environment (MVLE) are provided for students to conduct research, complete assignments and assessments and communicate with others. Access to network service, e-mail facility and virtual learning environment (termed **Fronter**) is given to students who agree to act in a considerate and responsible manner.

It is presumed that users will comply with standards and will honour the agreements they have signed. Network storage areas may be treated like lockers. Network administrators or designated personnel may review and even delete or archive files and manage communications to maintain system integrity and security as well as ensure that users are using the system responsibly. Users should not expect that files stored on servers are private.

Within reason, freedom of speech and access to information will be honoured. In college, staff will guide students toward appropriate materials. Outside of the college, Parents / Guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media. Individual users of the Internet are expected to abide by the generally-accepted rules of network etiquette. The following are not permitted in using the college network, e-mail facility and MVLE:

- Storing, sending or displaying offensive messages or pictures or sounds
- Using obscene language (in any form)
- Harassing, insulting or attacking others
- Damaging computers, computer systems, software, or computer networks (includes transmitting viruses or using malicious software code)
- Violating copyright laws (includes copyright of images, video, music, etc.)
- Using another's User Name / Password or print allocation without permission from Staff only
- Illegal use of data in folders or work files
- Storing and installation of any software programmes without prior permission from a member of college staff *
- To waste limited resources i.e. disk space or print outs
- Employing the network for commercial purposes
- Attempting to bypass college Internet filtering mechanisms
- Using staff computers at any time without permission and full supervision
- * *exemptions may apply to loaned equipment under permission from staff*

In the event a student engages in any of the above-referenced activities, his / her access privileges will be revoked and other disciplinary measures may result.

Consequences for unacceptable use of the Internet, E-Mail and the College Managed Virtual Learning Environment

If a student violates any part of this policy, the consequences may comprise of the following:

First Incident: For Internet related offence, students will lose their Internet access for a up to five College days. For Network related offence, students will lose their Network access and Internet access for up to five College days. Any assigned work may have to be completed with pen and paper using traditional texts and resources. Parents/guardians may be contacted.

Second Incident: For Internet related offence students will lose their Internet access for up to fifteen College days. For Network related offence students will lose their Network access and Internet access for up to ten College days. Any assigned work may have to be completed with pen and paper using traditional texts and resources. Pink Slip awarded, parents/guardians may also be contacted.

Third Incident: Complete access withdrawn. Parents / Guardians will be contacted and may be requested to attend an interview with the student to assess the reasons for breaking this 'Acceptable Use Policy' and consequences for doing so repeatedly. Pink Slip awarded. Re-instatement based upon outcomes of contact with Parents/Guardians and or other basis.

Note to parents or guardians: The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While your child is at college, staff will make every effort to ensure that this resource is used appropriately. As Parents / Guardians, it is your responsibility to monitor this resource at home, not unlike the manner in which you monitor use of TV, video games, or the telephone. It is not advisable for children to engage in long hours of unsupervised time on-line on a computer.

Important:

DISCLAIMER Ernest Bevin College accepts no responsibility for loss of data, information in any form or other matters whatsoever which result from use of the College's computer network. Ernest Bevin College cannot accept responsibility for loss of any staff or students work (including coursework & examination related work), business, service or data due to matters beyond its control.

Please sign this form and return to the college as acceptance of the above stated rules.

Ernest Bevin College User Agreement and Parent Permission Form:

As a user of the Ernest Bevin College Computer Network,
I agree to comply with the above stated rules, and will abide with
the Acceptable Use Policy as well as the Disclaimer above

Student's First Name:

D.O.B. (dd/mm/yy)

Last Name:

Tutor Group (if known)

Student's Signature _____

Date: _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services such as electronic mail, the Internet and Fronter (MVLE) and understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Name: _____

Date: _____



Parent / Guardian Signature _____

OFFICE USE ONLY

STUDENT NETWORK LOG-IN DETAILS

Admin College ID No:

Photo ID authorised: