

GATEWAY COLLEGE IT ACCEPTABLE USER POLICY

At Gateway College there are computer facilities. With these facilities there are direct and implied responsibilities on the part of the College and on the user. Outlined below:

USER ID & PASSWORD REGULATIONS

- Users have a username and password, to be used only by that user, and to be kept confidential. A user must inform an IT Technician if they suspect someone is using their username and password.
- A user must not use/try to use someone else's account details. A user must not try to obtain someone else's username and password.
- A user is responsible for everything that happens in their user area.
- A user must not leave a computer unattended when logged in.

FILESTORE REGULATIONS

- A user must not gain access/try to gain access, to any files owned by others.
- A user must not use any equipment in contravention of the law.
- A user must make sure devices with removable storage are virus free.
- A user must not download/install hardware/software which could be used to harm the network and its equipment.
- A user must not install/uninstall any hardware/software.
- A user must not store offensive material of any kind on or via the network.

EMAIL REGULATIONS

- The same standards of behaviour should be applied to college email to that of ordinary mail. A user must not send/try to send email of a forged nature.
- Email of a confidential/sensitive nature should be sent with care. Users should not cause a nuisance to others via email.
- A user must tell an IT Technician of any offensive mail received. Saving the original email.

NETWORK REGULATIONS

- Users must not interfere/try to interfere with the running of the network.
- A user must not connect equipment to the network. Users must not operate hardware/software meant to listen to network communications.

INTERNET AND GENERAL USAGE REGULATIONS

- Users may not use the computers to play games, listen/download music or for chat service/utilities.
- Activity is logged per user; the internet must not be used to access sites of an inapt nature. E.g. Adult/Sexually Explicit, Chat, Criminal, Games, Hacking, Drugs, Intolerance/Hate, Phishing/Fraud, Offensive Material, Violence and Weapons.
- A user must not take food or drink into the computer rooms.
- Users should avoid posting defamatory material on Moodle or other websites. Where possible the College will remove, or seek removal of, offensive website postings which identify individual staff or students. Disciplinary or appropriate action, may be taken against anyone deliberately posting such notices.

IMPLEMENTATION OF POLICY AND SANCTIONS

Breach of network regulations should be reported to an IT Technician, who will take appropriate action, or report to a senior manager. Failure to comply with the rules, may lead to disciplinary procedures. This could result in the suspension of students/dismissal of staff. The College may also instigate legal proceedings under civil or criminal law.