

## Acceptable Use Policy (Highlands College Students)

1. The rules contained in this document will apply to students at all times when using ICT services (computers, WiFi, etc) and facilities (software, networks, charging sockets, etc) in Highlands College even if the equipment that you are using is personal.
2. You will not deliberately modify, damage or vandalise college ICT equipment. If you accidentally break anything then you should inform a tutor straight away.
3. The use of personal ICT equipment is encouraged but is still governed by this policy and you should obey all the extra rules regarding the use of your equipment on-site. If required your ICT devices may be inspected at any time by a staff member and may be confiscated if they decide this is necessary.
4. You should always log-in using your own user name and password: You should never disclose your log-in details to anyone else. You agree that you are responsible for everything that is done using your log-in details and for all files that are held in your personal storage area. If you think that somebody else has discovered your log-in details then you should inform a member of staff immediately so that your log-in details may be changed.
5. You realise that your use of personal and Highlands College ICT devices will be monitored and that **everything** you do may be recorded or logged. You realise that the results of this monitoring may be shared with other people if you breach any of the rules or if your actions are of a criminal nature.
6. You will not access any websites, services, files or other resources that are blocked or which you know you are not allowed to access.
7. You agree that the use of ICT in Highlands College will primarily be used for educational purposes unless you have permission from a staff member for other uses at specific times. You should immediately logoff from any social activities if requested by a staff member.
8. You agree to never illegally download or upload copyright materials. Downloading copyright materials (including music and video files) without paying the appropriate license fee is often a criminal act that will be treated as theft.
9. You agree that you will not try to view, send, upload or download material that is unsuitable for viewing in Highlands College. If you accidentally see any unsuitable material then you should immediately close (but not delete, in the case of emails) the material and tell a member of staff. You will not be punished if you view unsuitable material by accident and realise that by reporting this you will help to improve the e-safety of Highlands College.
10. You will not disclose personal details such as my home address and telephone numbers to other people nor log any personal details on websites while using ICT in Highlands College. If I break this rule and disclose any personal details then you understand that all the details disclosed can be recorded and that Highlands College will not be responsible for maintaining the security of those details. I agree that I will never pass-on the personal details of another person without that person's permission.
11. Proper conduct must be maintained at all times while using ICT. You agree that you will not harass, bully, insult or attack others via email or any other means. The use of strong language, swearing or aggressive behaviour is not acceptable. You will should be polite at all times.

## Additional e-safety information for students

You have agreed to Highlands College Acceptable Use Policy (AUP) for ICT equipment/facilities and to obey the rules that the AUP contains. Copies of the AUP are displayed around the campus and are available from the Student Services office as well as the main reception.

As well as the rules that you have agreed to there are also some extra guidelines that will help to keep you e-safe...

- a) Be very cautious when replying to emails or messages from unknown senders.
- b) Be very careful if you agree to meet somebody whom you have only known online: remember that online identities are very easy to fake and the person who you are planning to meet may not be who he/she claims to be. Always tell somebody where and when you have arranged a meeting and take a responsible friend with you.
- c) Do not make hurtful comments about another person: cyber-bullying and online bullying will not be tolerated in Highlands College.
- d) Remember that everything you do in cyberspace leaves a “digital footprint”. If you post a silly or potentially embarrassing photograph of yourself, or somebody else, online then that image may be copied, changed and distributed without your control and for a long time into the future. It is frequently impossible completely to remove any material that has been uploaded to the Internet.
- e) Be very careful about discussing any aspect of the Highlands College community on other websites as this may lead to accusations of inappropriate behaviour that could result in you being punished under the terms of this Acceptable Use Policy.
- f) In the context of this Acceptable Use Policy, “unsuitable” material is any material that a staff member says is “unsuitable”. If you are not sure about whether a specific item (document, image, audio file, video clip, etc) is “unsuitable” or if another person has any doubts about whether material is “unsuitable” then you must not continue to access the material until you have been given permission to do so by a tutor.