

## **IT ACCEPTABLE USE POLICY: STUDENTS**

It is essential that all students read this document in order to make themselves aware of the potential risks and liabilities involved in using College computer facilities and resources.

### **INTERNET ACCESS**

IT Support has the ability to monitor any aspects of IT systems that are made available to you and intercept and/or record any communications using e-mail or internet communications.

You are not permitted to use College computers for inappropriate internet access. Although not an explicit list, this includes accessing, downloading or transmitting any material which might be considered illegal, obscene, abusive, sexist, racist or defamatory.

The College uses a web filter system to prevent access to internet sites classified in the above categories although we accept that some sites may 'escape' this filtering. To attempt to actively by-pass this system will be considered system hacking and treated accordingly.

### **GENERAL COMPUTER USAGE**

Computer resources are the property of the College and are provided to enhance and support you with your studies. Limited personal use may be permitted so long as it does not impact on another student using the resource for their study.

You are provided with a personal network drive, which is intended for storing 'study' related files. Your personal network drive is not for storing non-study related files such as personal photos, music, movies etc. In addition to the network drive each student has access to an

internet based storage drive, called the SkyDrive. This is accessed via the student portal and is accessible both on and off site.

To reduce the risk of virus distribution and to ensure compliance with vendor licensing, software, including screen savers and backgrounds, must not be installed on any computer without prior permission of IT Support.

The ability to connect to other computer systems through the network or internet does not imply a right to connect or make use of those systems unless authorised to do so. You must not alter or copy a file belonging to another user without first obtaining permission from the creator. Also be mindful of copyright when obtaining material from sites such as YouTube.

Playing computer games, whether they are downloaded or played on-line, is an inappropriate use of the College's computer resources as this may impact on network performance.

- Activity that has ramifications on support staff time to rectify the situation will be considered a disciplinary offence and may have a chargeable consequence.
- Report computer faults to IT support via the web based IT helpdesk. Shortcut available on your PC. Please do not leave faults to another person to report.

### **EMAIL**

All students are provided with an email account, which is in the format of [123456@student.merthyr.ac.uk](mailto:123456@student.merthyr.ac.uk). Students are advised to regularly check their college email as the majority of college communication is sent to your college account not your personal email.

Access to your college email is via the 'Office 365' link on the front page of the student portal; [studentportal.merthyr.ac.uk](http://studentportal.merthyr.ac.uk). The student portal is also accessible off site. Alternatively you can access your email direct using the address; <https://login.microsoftonline.com>. In addition

Content of emails must comply with the restrictions set out in this document for internet access.

Avoid e-mail congestion by not sending trivial messages and attachments or unnecessarily copying e-mails. Retrieve, and where applicable archive or delete your e-mails regularly to prevent over-burdening the system.

### **CYBER-BULLYING**

Cyber-bullying is the use of technology (including mobile phones) to carry out harassment, impersonation, denigration, trickery, exclusion and stalking.

Cyber-bullies may use email, chat rooms, discussion forums, instant messaging, mobile phone text messaging or popular social media sites such as Facebook and Twitter.

Cyber-bullying will not be tolerated and will be treated very seriously under the College's disciplinary procedure. Whether the 'bullying' is carried out using College owned systems or internet based systems is irrelevant. While you are a student of the College you are expected to abide by the College's policies and procedures.

### **PRINTING**

You will have access to printers within many of the learning spaces and also open access copiers/printers distributed throughout the

college. Please note, printing and copying usage is on a print credit basis with the student incurring a charge.

Tutors must not print on behalf of students, even if students have run out of print credits. Please do not ask tutors to do so as this could be a disciplinary matter for the tutor.

Consider accessing notes through the College's virtual learning environment (Moodle). Ask your tutor to post materials on-line to reduce printing cost for both the student and the College.

### **IT SECURITY**

Students are provided with a College user account which provides access to network and internet resources and data. You are responsible for safeguarding your password. Your account details must not be printed or given to others. Your user account is your full responsibility.

Set a secure password on your account. Best practice is to create a password consisting of a combination of letters, numbers and symbols. The system enforces a password length of at least 8 characters. The system prompts you to change your password every 60 days.

Should you need to change your password in the first instance please use the 'Self Service Account Administration' app; [ssaa.merthyr.ac.uk](http://ssaa.merthyr.ac.uk) or from the link on the student portal.

### **LOGGING FAULTS/REQUESTS**

Please contact a member of the IT Helpdesk based in room 3.28 (tel 01685 726199 email [itservicedesk@merthyr.ac.uk](mailto:itservicedesk@merthyr.ac.uk)). IT support is available 8.30am to 7pm Mon to Thurs and 4pm Fri.