



## Acceptable Use Policy

<b>Originator</b>	<b>Richard Thorne, Computer Services Manager</b>
<b>Review date</b>	<b>April 2022</b>
<b>Location of Policy</b>	<b>BIZ-Sharepoint/Intranet/Policies &amp; Procedures/Information Security</b>
<b>Policy Approved By:</b>	<b>Information Security and Governance Group 13.04.21</b> <b>College Management Team 20.05.21</b>

This Acceptable Use Policy applies to all staff and students of Gower College Swansea and to those others offered access to college resources and systems.

For clarity this policy relates specifically to staff and students accessing named resources and systems e.g. TEAMS through their College login credentials.

## 1. General Principles

Use of the Internet by staff and learners is permitted and encouraged where such use supports the goals and objectives of the college and its activities. The Internet is to be used in a manner that is consistent with the college's standards of conduct and as part of the normal execution of an individual's job responsibilities or learning activities. Student Code of Conduct

- College email accounts, Teams, Office 365, messaging and chat facilities, social media accounts and web pages should not be used for anything other than college-related communications.
- Use of Internet/intranet, ~~and~~ email, Teams, Office 365, messaging, chat and other communication facilities may be subject to monitoring for security and/or network management reasons. Users may also be subject to limitations on their use of such resources.
- The distribution of any information through the Internet, computer-based services, email, Office 365, Teams, social media and other messaging, chat and communication systems is subject to the scrutiny of the college. There should be no general expectation of privacy, and the college reserves the right to determine the suitability of this information.
- The use of computing resources is subject to UK law and any illegal use will be dealt with appropriately.

## 2. *Users shall not:*

### ***Internet***

- Visit Internet sites that contain obscene, distasteful or other objectionable or inappropriate materials.
- Make or post indecent or offensive remarks, proposals, or materials on the Internet or via email, Teams, or any chat, messaging or other communication facility. This also includes the use of social media. Professional Use of Social Media at Gower College Swansea

### ***Email***

- Solicit emails or communications that are unrelated to college activities or for personal gain.
- Send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Represent personal opinions as those of the college.

**Confidentiality**

- Upload, download, or otherwise transmit commercial software, files or any copyrighted or confidential materials belonging to parties outside of the college, or the college itself.
- Reveal or publicise confidential or proprietary information which includes, but is not limited to: financial information, new business and product ideas, marketing strategies and plans, databases and the information contained therein, customer lists, technical product information, computer software source codes, computer/network access codes, and business relationships.
- Send confidential communications without suitable encryption.

**Security**

- Download any software or electronic files without implementing virus protection measures that have been approved by the computer services department.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- Attempt to bypass or circumvent any of the college's IT security measures or restrictions.
- Examine, change, or use another person's files, output, email, communications or user name for which they do not have explicit authorisation.
- Share any account details or passwords relating to college systems.
- Permit anyone to access systems using another user's account.
- Leave any equipment unattended and unlocked whilst logged in to any user account

**General**

- Update, alter or install any software on any system without approval from the computer services department.
- Perform any other inappropriate uses identified by the computer services department.
- Waste time on non-college business.

**3. Yr Iaith Cymraeg / The Welsh Language**

Mae Coleg Gŵyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg a bydd yn ymdrechu i ddelio ag anghenion siaradwyr Cymraeg â'u cefnogi yn unol â Chynllun Iaith Gymraeg y Coleg.

Gower College Swansea is committed to the promotion of the Welsh language and will endeavour to address and support the needs of Welsh speakers in accordance with the College's Welsh Language Scheme.

***Failure to follow the college's Acceptable Use Policy may result in disciplinary action.***

***The college also retains the right to report any illegal violations to the appropriate authorities.***

### ***Document Owner and Approval***

The Computer Services Manager is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the requirements in Clause 5.1.2 in the Manual.

A current version of this document is available to all members of staff on the corporate intranet. It does not contain confidential information and can be released to relevant external parties.

This information security policy was approved by the Information and Security Governance Group on 13/04/2021 and is issued on a version controlled basis under the signature of the Deputy Principal.

Signature:



Date: 13.04.21

### **Change History Record**

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	ISO 27001 Monitoring Group	30.08.2017
2	Addition of further communication methods including Teams, Office 365, chat and messaging	Information Governance & Security Group	13.04.2021