



**Use of IT Policy**

<b>Policy intended for:</b>	Staff
<b>Category:</b>	IT Policy
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<b>Policy Implemented by:</b>	Principal
<b>Policy Monitored by:</b>	Principal and Operations Manager
<b>Reviewed by:</b>	Principal
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<b>Consultation with:</b>	Senior Leadership Team (SLT)
<b>Record of changes &amp; additions:</b>	None
<b>Next Review</b>	August 2020

All staff, tutors and students, by their membership of Oxford International College, are deemed to be subject to the policy below. Membership of the college assumes acceptance of an agreement to adhere to the policy.

### **User Responsibilities**

Users include all students, tutors, administrators, support staff, and community members who have access to the Internet via the World Wide Web through the facilities provided by Oxford International College and by Student Com at the Wavy Gate Boarding Houses.

Students have access to the Internet via the World Wide Web (www) through the college and boarding houses network and wireless network. If a student wants/needs to use the internet for independent college work, the student must read this user responsibility document. Students must follow all rules contained within this policy at all times when using the internet. Students must also follow the direction of staff members supervising any area where networked resources can be accessed.

The Internet history and email of all college members can be monitored and matters of concern can be referred to the Principal or Deputy Principals.

### **Security and Safety**

Users will accept the responsibility for keeping all pornographic material, gambling material, encouraging radicalisation material, inappropriate text files, material dangerous to the health and safety of students and staff, or files dangerous to the integrity of the college computers from entering the college via the Internet.

- Users will demonstrate legal responsibility by not transmitting any material in violation of UK or Oxford International College regulations. This includes, but is not limited to: copyrighted materials, threatening, harassing, grooming or obscene material, pornographic material, or material protected by trade secret.
- Users will not circumvent any filtering that has been put in place by the College (or Student Com at the boarding houses) without the consent of the Senior Leadership Team.
- If a user identifies a security problem on the Internet or an Oxford International College computer, he/she is responsible to notify an administrator or senior member of staff. Users should not demonstrate the problem to other users.
- All users must take responsibility for keeping down costs and avoiding system disruption. No use of the college's access to the Internet shall serve to disrupt its use by other individuals or by connecting networks. It is beneficial for all users to keep the IT systems running efficiently.

## Property

Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy (AUP).

Users are responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property.

Users will honour the legal rights of software producers, network providers, copyright, and license agreements.

Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information.

## Behaviours and Consequences

Consequences for inappropriate behaviour are as follows:

- Any violation of the network responsibilities will result in a cancellation of network privileges and may result in disciplinary action. The senior college staff will deem what is appropriate use and their decision is final. Also, the senior college staff may deny access at any time as required. The staff of Oxford International College may request the college's IT providers to deny, revoke, or suspend specific user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- Tampering with computer security systems and/or applications and/or comments will be considered vandalism, destruction, and defacement of college property and dealt with appropriately.
- Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.
- Oxford International College makes no warranties of any kind, whether expressed or implied, for the services it is providing. Oxford International College will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the college's own negligence or the user's errors or omissions. Use of any information obtained via the Oxford International College computers is at your own risk. Oxford International College specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## Further information

If you have any questions about use of IT at Oxford International College, please contact:

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