

# CAPEL MANOR COLLEGE

## Acceptable Network Use for Staff and Students

### College Internet and E-Mail Access (Staff and Students)

Access to the Internet is now available to Staff and Students at Capel Manor College. All users need to be aware of the benefits that network technologies provide while respecting the conditions applied to its use. The College actively encourages you to make good use of these facilities. These include the World Wide Web, e-mail, the College's intranet and its virtual learning environment (Capella).

It is required to use the internet responsibly. To guide Staff and students in using the internet as productively as possible, this code of practice was prepared for assistance. Members of the College are expected to use common sense in using the internet and to act in the spirit of the code of practice in governing its use. From time to time, the College will need to change or update this code. Staff and Students would be informed in writing about such changes as and when required. Updates will typically reflect changes in technology and/or common use of facilities.

### JANET

As a JANET (Joint Academic Network) licensee and member, the College is bound to abide by the JANET acceptable use policy. A summary of **UNACCEPTABLE** use is defined as follows.

JANET **may not** be used for any of the following:

- To create or transfer any offensive, obscene or indecent images, data or other material(s), or any data capable of being resolved into obscene or indecent images or material(s);
- To create or transfer material(s), which are designed or likely to cause annoyance, inconvenience or needless anxiety;
- To create or transfer defamatory material(s);
- To transfer unsolicited commercial or advertising material(s) either to other users or Organisations or Organisations connected to other networks;
- To try unauthorised access to facilities or services accessible via JANET;
- To try any of the following activities:
  1. wasting networked resources or time spend by Staff on end systems accessible via JANET and the support of those systems;
  2. corrupting or destroying other users' data;
  3. violating the privacy of other users;
  4. disrupting the work of other users;

5. using JANET in a way that denies services to other users (for example, deliberate or reckless overloading of access links or switching equipments);
6. continuing to use a network- software or hardware after being requested by UKERNA or College authorities to not do so, due to disruption caused in the functioning of JANET;
7. other misuse of JANET or network- resources, such as the deliberate use of software 'viruses'.

More information about "JANET acceptable use policy" is available at <http://www.ja.net/documents/use.html>

## **Codes of Good Practice**

### **Advice**

If there are, any doubts about materials that you wish to send by e-mail or download from the Internet, ILT technicians and library staff would be able to advise. Sending illegal materials may risk criminal prosecution or civil legal action. The College will consider it a serious matter if anyone ignores such advices or acts in a way that damages the good name of the College. This may lead to disciplinary action, including dismissal.

As a user of the Internet and the world wide web, it is expected to be aware of the data protection laws that regulate the use of automatically processed information. Data protection legislation is available within the College for you to view.

### **Copyright**

Staff and students should be very careful about copyright materials (copying, modifying, disseminating or using information that belong to other people or organisations). Holders of web or e-mail accounts must ensure that their work transmitted or published online do not conflict with the UK copyright legislations and established methods of good practice.

### **Electronic Mail**

E-mail provides the College with a very powerful and productive means of communication. In using e-mails internet / college network users should apply the same values and principles that apply to other forms of communications on behalf of the College. In particular it should be remembered that e-mail could be used as part of legal proceedings and therefore it should be treated responsibly.

Staff are encouraged to obtain digital IDs when dealing with matters of importance through e-mails as only the can the authenticity of a given message be verified. Communication through electronic mail holds an accepted and recognised position in the workplace.

Staff should check their e-mails at least daily and respond to enquiries promptly. This is both a courtesy and sustains the good reputation of the College. Managers and administrators would probably wish to check their e-mails frequently.

## **Discussion Groups, Chat and Message Boards**

One of the very useful services available over the Internet is the discussion groups. These are often known as 'user groups'. They can also be known as newsgroups, message boards or forums. Staff and students may find these sources of advice and information very valuable in learning and carrying out work, although they can also be a source for large amounts of unwanted e-mail traffic, so Staff are advised to discuss with their line manager before subscribing.

The college uses the MOODLE VLE platform as a facility for internal message boards and forums to staff and students. The College's VLE is called capella.

## **Games**

Students and staff are prohibited from playing games online in the library, offices and IT rooms. In addition to being inappropriate, these facilities utilise network bandwidth that are required elsewhere across the network.

## **The World Wide Web**

### **Student Use**

All students are entitled to access the Internet for academic, research and recreational purposes within both classroom and open access environments. Every student has an obligation to meet JANET and college definitions of academic, research and recreational materials. This requires that students do not access the World Wide Web with the intention to use, distribute or view pornography, racial, hateful or illegal materials and do not attempt to misuse, breach or damage network hardware and software security systems. Offenders are subject to disciplinary proceedings. Additionally, holders of network accounts are prohibited from advertising or promoting commercial products unless granted permission by college authorities.

### **Staff Use**

College staff will be conscious of their obligations with regard to using the World Wide Web productively during college hours. Responsibilities for managing staff usage of the World Wide Web are held by their line managers. Managers will ensure that staff do not spend excess amounts of time online and that such time online is wholly relevant to an individual's field of expertise.

### **Editorial Control**

The College does not exercise editorial control or equivalent responsibility for materials published or placed on the web other than within official corporate documents or officially designated areas. Examples of designated areas include official web sites, course and school homepages and homepages produced by individuals to support specific courses or activities. Official documents are to be approved by the Senior Management Team and if applicable by appropriate managers prior to publication.

### **Security**

When using the Internet or e-mail, users should use common sense with security. Some guidance notes to this include:

1. Not sharing passwords.
2. Ensuring that passwords are changed regularly.
3. Not letting others use individual's computer facilities without permission.
4. Follow the College's virus-checking procedures.
5. Logging out if leaving the workstation for a long period of time.
6. Obtaining a digital e-mail ID ([www.trustwise.com](http://www.trustwise.com))
7. Not giving the full name/address on chat lines or social networking sites.

More information and guidance on these matters may be obtained from the IT and Resources Development Manager, Franco Noto.

### **Good Practice**

The College encourages staff and students to make full and productive use of the facilities provided. In return, staff and students are requested to not abuse these privileges. It is encouraged to gain advice on matters when unclear or doubtful about the intended actions. Above all bear in mind and respect the values of the College, and act in a way that protects the good name and reputation of the College.

In the event of a breach of this code of practice, the College may exercise one or more of the following sanctions depending on the severity of the breach:

- withdraw information from the College's web sites
- deny access to the Internet and e-mail services either temporarily or permanently
- take disciplinary action, which may lead to dismissal
- cancel offending accounts without notice.

**This guidance is effective since 1 September 2007**

***Madeline Hall***  
***Head of College***