IT Policy Student

STUDENT IT ACCEPTABLE USE POLICY

Computer Policy

The London College of Contemporary Arts (LCCA) regards its computer systems as a vital and integral part of its business and so expect you to use computers responsibly and only for the purposes of the business. LCCA will treat seriously any actual, attempted or suspected infringement of this computer policy and may take disciplinary action in line with LCCA Student Disciplinary Policy ("Disciplinary Action"). This policy has been recently updated to take into consideration the Government initiated Prevent project and associated responsibilities.

1. Contents

2. Social Media & Networking

1.1 Hardware

Rules regarding the use of hardware:

a. Only authorised students and other authorised individuals should have access to LCCA's computer equipment.
b. Equipment must not be moved without the consent of the Admin Department, and in such circumstance the Admin Department will facilitate the move.
c. Equipment must not be attached to the network without the consent of the Admin Department and in such circumstance the Admin Department will facilitate the attachment.
d. No IT equipment may be modified without the consent of the Admin Department and in such circumstance the modification will be made by the Admin Department.
e. All IT equipment must be treated with due care and attention. Any fault, loss or damage must be reported to Admin team immediately and without delay. If in doubt you should consult a member of the Admin Team.

f. All IT equipment must be logged off correctly and powered down when not in use for long periods of time. You must therefore turn off any PC at the end of each use.

1.2 Software

1.2.1 All PCs will be set up by the LCCA IT Department and must not be altered by any users.

1.2.2 You are only authorised to use computer systems and have access to information that is relevant to your studies. You should neither seek information nor use systems outside these criteria. Unauthorised access to any of LCCA's computers or network devices is a breach of this policy and will lead to Disciplinary Action.

1.2.3 Attempts to circumvent this security policy, either deliberately or otherwise will be investigated by the Admin Department and appropriate action taken. Examples of attempts to circumvent security policy include actions such as: use of proxy servers to browse restricted websites, installation of software via 'back-door' methods, disabling security software, etc.

1.2.4 Standard operating procedures must be followed at all times when using software. Where no procedures exist, consult with the Admin Department and follow any instructions given.

1.2.5 Under no circumstances may you load any unauthorised software (including but not limited to, public domain software, magazine cover disks/CD or Internet/World Wide Web downloads) without approval from the Admin Department.

1.2.6 It is illegal to make unauthorised copies of software and/or computer facilities. Software and computer facilities issued by LCCA for your use are licensed to LCCA and are protected by copyright law. You must not make copies of, or distribute software that has been copied. Breach of this policy may lead to Disciplinary Action.

1.2.7 If you receive media from any unknown source, you must have it virus checked by the Admin Department. If you need to bring in media from your home computer, you must get permission from the Admin Department before doing so. Virus protection software must be maintained and periodically checked. It is recommended that you re-boot LCCA computers provided daily with the anti-virus software to ensure that no viruses are present.

1.2.8 In the event of a virus, you MUST comply with the directions of the IT Department. Failure to do so can jeopardise the security of LCCA's computer network and could result in data loss / damage to computer hardware and software.

1.2.9 You must not use removable media to transfer files between University computers; this should be done using the network drives.

1.3 Passwords

1.3.1 To access various software programs you may have been given a user name and password. These passwords are personal to you. Do not write them down where they may be seen by anyone else.

1.3.2 You are responsible for all actions undertaken whilst logged on to any system using your user name and password. You should not, therefore, allow anyone else to use your access rights and password.

1.3.3 You should not divulge passwords to anyone. If requested please contact the Admin Team to seek guidance.

1.3.4 You should not disclose any information concerning LCCA's systems that make them vulnerable to a third party.

1.3.5 Gaining or attempting to gain unauthorised access to documents not belonging to you, including but not limited to, email, passwords and in particular documents which might contain sensitive/personal information may result in Disciplinary Action.
.

1.4 Guidance for Appropriate Use

1.4.1 Email messages are non-secure mediums and care should be taken when composing, sending and storing messages. It is possible messages are not received at their destination or that they can be intercepted.

1.4.2 You must take reasonable steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

1.5 Inappropriate Use

1.5.1 You must not send internally or externally or obtain material (whether in the form of text or images) which is libelous or defamatory, illegal, obscene, sexually explicit, bullying, discriminatory or disparaging of others particularly in respect of their race, national origins, sex, sexual orientation, age, disability, religious or political beliefs or which is related to radicalisation or terrorism.

1.5.2 You are reminded that material which you find acceptable might be offensive to others. It is recommended that you take care and give sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for "one to one" conversations. You should not send humorous material either internally or to external recipients. It can frequently be misunderstood or cause offence.

1.5.3 Examples of inappropriate use include, but are not limited to:

    a. Sending, receiving, downloading or displaying or disseminating material that insults, causes offence or harasses others.

    b. Accessing pornographic, radical, terrorist, racist or other inappropriate or unlawful material or on-line gambling sites.

    c. Forwarding electronic chain letters or similar material.

    d. Downloading or disseminating copyright materials without the permission of the copyright owner.

    e. Disclosing confidential information.

    f. Downloading or playing computer games.

    g. Copying or downloading software.

Serious instances of inappropriate use may be considered gross misconduct and lead to Disciplinary Action.

1.6 Internet Access

1.6.1 All LCCA computers have Internet access. Internet access is granted for your studies. Usage is not limited in time but is limited to research related activities. Some examples of inappropriate internet use are listed above. Under no circumstances must you download any files from the Internet without the consent of the Admin Department.

1.6.2 Anyone believed to have been visiting unauthorised sites relating to pornographic, radicalisation, terrorism material or other non-business-related material will be subject to Disciplinary Action. Offences of this nature may be referred to the Police if deemed necessary.

1.6.3 LCCA reserves the right to remove your Internet access privileges.

Should this decision be taken, LCCA will advise you ▮▮▮▮ sons for this action.

1.6.4   Please note that the main servers maintain a record of Internet access by user and these will be monitored as necessary and results regularly forwarded to relevant LCCA personnel and the police, if appropriate.

1.7   Monitoring of Electronic Communications

1.7.1   In accordance with the law, LCCA reserves the right to intercept and monitor all forms of electronic communications on its systems, including (without limitation), email messages. This may be to monitor criminal or unauthorised use, viruses, threats to the computer system, or to ensure the effectiveness of its operations and compliance with LCCA's Policies and Procedures. Monitoring may be of either the content and/or the extent of use, and be on a random basis or when LCCA has cause for concern.

1.7.2   Although LCCA respects your personal privacy, electronic communication tools are provided primarily for study purposes. If you have concerns about privacy you should not use LCCA's electronic communications resources for personal use.

2.   SOCIAL MEDIA & NETWORKING

2.1   Scope and Purpose of this Policy

2.1.1   This Policy deals with the use of all forms of Social Media, including (but not limited to) Facebook, LinkedIn, Twitter, Wikipedia, all other social networking sites, and all other internet postings, including blogs. It applies to the use of social media for both study and personal purposes.

2.1.2   The purpose of this Policy is to protect LCCA and its reputation and goodwill from undue harm. It is also designed to protect LCCA from unintentional breaches of other LCCA Policies and relevant legislation and to minimise the risks of legal action by third parties arising out of the use of Social Media. The Policy applies regardless of whether the social media is accessed using LCCA IT facilities and equipment or your own personal IT equipment.

2.1.3   All users are responsible for the success of this Policy and you should therefore ensure that you take the time to read and understand it. Any misuse of social media should be reported to Admin Department. Questions regarding the content or application of this Policy should be directed to Admin Department or Head of Schools.

2.2   Compliance with Related Policies and Agreements

2.2.1   Social media should never be used in a way that breaches any of LCCA's other Policies. If an internet post would breach any LCCA Policy in another forum, it will also breach them in an online forum. For example, you are prohibited from using social media to:

(a)   Breach of other sections of the companies policies (*including Confidentiality, Data Protection, Property & Computer Policies*);

(b)   Breach any obligations you may have relating to confidentiality *(this includes discussing the fact of or the outcome of Disciplinary or Complaint matters)*;

(c)   Breach LCCA's Student Disciplinary Policy;

(d)   Defame or disparage LCCA or its affiliates, staff, students, customers, clients, business partners, suppliers, vendors or other stakeholders;

(e)   Harass or Bully LCCA staff or other students in any way;

(f)   Breach any other laws or ethical standards (for example, ~~use~~ e Social Media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

The above list is not exhaustive

2.2.2   Should you breach any of the above Policies you will be subject to Disciplinary Action.

2.3   Monitoring
        LCCA may at its sole discretion, monitor it's IT equipment and networks for compliance with this Policy.

2.4 Responsible use of Social Media

2.4.1   In order to protect LCCA's business reputation you must not post disparaging or defamatory statements about:
                (a) LCCA;
                (b) LCCA's staff, students and clients;
                (c) suppliers, agents and vendors; and other affiliates and
                    stakeholders,
        You should also avoid social media communications that might be misconstrued in a way that could damage LCCA's business reputation, even indirectly.
2.4.2   Unless specifically authorised by LCCA, you should make it clear in social media postings that you are speaking on your own behalf and not that of LCCA.
2.4.3   You are not permitted to create your own LCCA's social media page (e.g. Facebook, Google Plus, LinkedIn etc.) or LCCA related social media pages, without prior authorisation from the Admin Department. Should you be found to have created your own LCCA social media page, or a LCCA related social media page, you will be asked to remove/delete such page immediately, and may be subject to Disciplinary Action.
2.4.3   You will be personally responsible for what you communicate in Social Media. Remember that what you publish might be available to be read by the masses (including LCCA itself, future employers and social acquaintances) for a long time. Keep this in mind before you post content.
2.4.4   If you disclose your affiliation as a Student of LCCA (for example, on a LinkedIn profile), you must also state that your views do not represent those of LCCA. For example, you could state, "the views in this posting do not represent the views of LCCA". You should also ensure that your profile and any content you post are consistent with the professional image you present to fellow students.
2.4.5   Avoid posting comments about sensitive business-related topics, such as LCCA's performance. Even if you make it clear that your views on such topics do not represent those of LCCA, your comments could still damage its reputation.
2.4.6   If you see content in Social Media that disparages or reflects poorly on the LCCA or its stakeholders, you should contact your Course Manager immediately.

2.5   Respecting Intellectual Property and Confidential Information:
2.5.1   You should not do anything to jeopardise LCCA's valuable trade secrets and other Confidential Information and Intellectual Property through the use of Social Media.

2.5.2 You should refrain from discussing anything that may be [ ] ed LCCA Confidential Information; this includes discussing the fact of or the outcome of Disciplinary or Complaint matters.

2.5.3 In addition, you should avoid misappropriating or infringing the Intellectual Property of other companies and individuals, which can create liability for LCCA, as well as yourself as the individual author.

2.5.4 Do not use LCCA's logos, brand names, slogans or other trademarks, or post any LCCA confidential or proprietary information without prior written permission.

2.6 Respecting Students, Staff, Clients, Partners and Suppliers

2.6.1 Do not post anything that your fellow students, LCCA staff, customers, clients, business partners, suppliers, agents, vendors or other stakeholders would find offensive, including discriminatory comments, insults or obscenity.

2.6.2 Do not post anything related to your fellow students, University staff, customers, clients, business partners, suppliers, agents, vendors or other stakeholders without their written permission.

2.7 Monitoring, Breach and Review of this Policy

2.7.1 The LCCA team in consultation with the HR Department and Legal Department shall be responsible for reviewing this Policy to ensure that it meets the legal requirements and reflects best practice.

2.7.2 Breach of this Policy may result in Disciplinary Action. Disciplinary Action may be taken regardless of whether University equipment or facilities were used for the purpose of committing the breach.

2.7.3 If you are suspected of committing a breach of this Policy you will be required to cooperate with all internal Investigations, which may involve handing over relevant passwords and login details.

2.7.4 You may be required to remove internet postings which are deemed to constitute a breach of this Policy. Failure to comply with such a request may in itself result in Disciplinary Action.

2.7.5 This Policy is non-contractual and may be amended from time to time to meet the operational needs of LCCA.

Students Under the Age of 18

LCCA may occasionally admit students who are under the age of 18 at the start of their course. Special considerations apply, in addition to those above:

- LCCA does not act *in loco parentis* for such students. This means that their parent/guardian must agree to accept responsibility for the student;
- In addition to exercising responsibility for the welfare of the student, the parent/guardian must also take full responsibility for the student's compliance with LCCA's policies and procedures, including those relating to IT systems;
- Students under 18 will have access to the same IT facilities as other students.
- This means that, although the internet feed is filtered, LCCA cannot guarantee that they will not accidentally access websites that are pornographic or otherwise offensive or disturbing;
- There are certain occasions where a student under the age of 18 is considered not legally competent to enter into a legal contract. Parents/guardians must ensure that their child/ward does not use IT facilities to seek to do so;

- Individuals under 18 cannot lawfully purchase ▮▮▮▮ nd must not do so by using LCCA's IT facilities.

Document Information Table

Version	**D1**
Applicable Institution(s)	London College of Contemporary Arts (LCCA)
Document Scope:	LCCA students
Document Status:	**To be published subject to LCCA SMT review**
Content Owner*	GUS IT and LCCA Student Administration

*Content owner is responsible for ensuring the regular review and update of the document to reflect changes in both internal governance and external regulations.

Authorship

	Name	Role	Date
Original author(s):	GUS I.T team		Jul 2016
Original reviewer(s):	Amended by GUS IT team to adapt to LCCA students		March 2019
Original approval given by:	SMT		

Annual /Biannual Review

Date Due	Done	Date Due	Done
1. 03 / 2019 review by SMT	☒	2. 07 / 2021	☐
3. 07 / 2022	☐	4. 07 / 2023	☐