



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Acceptable Use of IT Policy

<u>Effective from</u>	01/11/2018
<u>Date for review</u>	01/10/2019
<u>Created by</u>	Jennie Fisher, Student Services Lead
<u>Agreed by</u>	

Version number 2.0

Acceptable Usage of IT Services

Purpose

This acceptable use of IT document is intended as a framework for the usage of LCIBS's (London College of International Business Studies) IT Services, including but not limited to, college email accounts, on site internet access, and Moodle.

At LCIBS, you are expected to use the IT facilities while adhering to all legal requirements and agree to abide by all of the restrictions in this acceptable use document including when using social media (Twitter, closed Facebook and college email as some examples). This is a requirement during any access to any of the LCIBS IT facilities and using any other College equipment.

LCIBS has a statutory duty, under Section 26 of the Counter Terrorism and Security Act 2015, termed "PREVENT". The purpose of this duty is to aid the process of preventing people being drawn into terrorism. This acceptable use document is part of the overall college Prevent strategy, and any instance of extremism related to the use of IT would be covered by this document.

Scope

This acceptable use document refers predominantly to the student population, but should also be considered to cover all members of LCIBS including contractors, visitors and staff members.

Unacceptable Use

You may use the IT facilities available to you for lawful purposes only. You may not use the VLE (Virtual Learning Environment) or any other LCIBS IT facilities including but not restricted to, Moodle, Wi-Fi, email or Turnitin:

- In any way that breaches any applicable local, national or international law or regulation,
- In any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect,
- For the purpose of harming or attempting to harm minors in any way,
- To send, knowingly receive, upload, download, use or re-use any material which does not comply with our content standards (see below),
- To transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation (spam),
- To knowingly transmit any data, send or upload any material that contains viruses, Trojan horses, worms, time-bombs, keystroke loggers, spyware, adware or any other harmful programmes or similar computer code designed to adversely affect the operation of any computer software or hardware.

You also agree:

- Not to reproduce, duplicate or re-sell any part of our site at www.lcibs.co.uk
- Not to access without authority, interfere with, damage or disrupt:
 - Any part of our site;
 - Any equipment or network on which our site is stored;
 - Any software used in the provision of our site;
 - Any equipment or network or software owned or used by any third party.
- To ensure that all usernames and passwords issued to you are kept safe and confidential. We are not responsible for any consequences of your username or password being used in a way that

counteracts this acceptable usage document. You must not share your username and password and you must only use your own login at all times.

Content standards

These content standards apply to all material that you may view, create, or share while using the LCIBS IT facilities. You must comply with these standards or you may face consequences as listed under 'Disciplinary Action'.

Users of the IT facilities must not access, create or share material which:

- Contains any instances that could be considered defamatory of any person,
- Could be considered to be extremist in nature, as this would go against the Prevent duty,
- Contains any instances that could be considered obscene, offensive, hateful or inflammatory,
- Could be considered to be sexually explicit,
- Promotes violence in any form, particularly in relation to extremism which would fall under the Prevent duty,
- Promotes discrimination based on race, sex, religion, nationality, disability, sexual orientation or age,
- Infringes any copyright, database right or trademark of any other person,
- Could be likely to deceive any person,
- Could be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence,
- Promotes any illegal activity,
- Could be considered threatening, abusive or invade another's privacy, or cause annoyance, inconvenience or needless anxiety,
- Is likely to harass, upset, embarrass alarm or annoy any other person,
- Could be used to impersonate any person, or to misrepresent your identity or affiliation with any person or company,
- Gives the impression that the material emanates from us, if this is not the case,
- Advocates, promote or assist any unlawful act such as (by way of example only) copyright infringement or computer misuse.

Disciplinary Action

- Immediate, temporary or permanent withdrawal of your right to use any IT facilities previously available to you,
- Immediate, temporary or permanent removal of any posting or material uploaded by you that is against the content standards listed above,
- Commencement of disciplinary action against you that may include withdrawal from your course,
- Legal proceedings against you for reimbursement of all costs on an indemnity basis (including, but not limited to, reasonable administrative and legal costs) resulting from the breach,
- Further legal action against you in line with the Computer Misuse Act, 1990,
- Disclosure of such information to law enforcement authorities as we reasonably feel is necessary.

We exclude liability for actions taken in response to breaches of this acceptable use policy. The responses described in this policy are not limited, and we may take any other action we reasonably deem appropriate. Where material accessed, shared or created could be considered to be of an extremist nature, a referral to the Designated Safeguarding Lead and Prevent Lead will be made.

Changes to the acceptable use document

We may revise this acceptable use policy at any time by amending these pages. You are expected to check this page from time to time to take notice of any changes we make, as they are legally binding on you. Some of the provisions contained in this acceptable use policy may also be superseded by provisions or notices published elsewhere on our site.

Exemptions from content standards

Where a student or member of staff needs to access material that could be considered to be unacceptable under the above content standards, or to a site that is blocked under the LCIBS filtering system, an application should be made detailing the need for access and the period of time for which access is required. For staff, the IT Department should be consulted, and for students their academic tutor should be consulted and a case created in order for the request to be assessed. Any access needed to material that could be considered extremist or of a discriminatory nature will be assessed by the Prevent Lead in addition to the IT department and an academic representative.