

IT Acceptable Use Agreement

IT equipment is provided and maintained for the benefit of all students and staff. You are encouraged to use these resources, and ensure they remain available to all. By logging on to use the College's IT systems, you are agreeing to abide by the points in this document.

Please note all network and internet use is monitored, this is for the safety of all users

At all times I will observe the college Code of Conduct for the use of IT in respect of:

General

1. Do not visit sites which contain illegal, defamatory, pornographic, or offensive material.
2. Observe the rules and laws regarding copyright and plagiarism.
3. Do not use removeable storage device e.g. USB drives or portable hard drives
4. Observe the requirements of General Data Protection Regulation (GDPR) and take appropriate steps to protect all personal data.
5. Report any information that I come across which makes me feel uncomfortable or unsafe to **<college specific>**
6. Do not write or send malicious or offensive e-mails. Report any such activity to a Safeguarding Officer.
7. Downloading and/or distributing offensive/illegal materials is not permitted and could result in the involvement of the police.
8. Never slander staff, students or the college on a social networking site, e.g. Facebook, Twitter, Snapchat etc.
9. Understand that Microsoft live streaming sessions may be recorded and kept within the teams system for safeguarding purposes.
10. During live streamed lessons, I will behave in the manner that is expected of me in the normal classroom environment. This includes not recording streamed lessons.

Security & Privacy

1. Be secure: never disclose passwords to others, write them down, or use passwords intended for others. If you need to leave your computer, please lock the machine.
2. Be respectful and responsible: do not use the computers in a way that harasses, harms, offends or insults others; do not attempt to bypass network security or alter settings.
3. Be safe: never tell anyone you meet on the Internet your home address, your telephone number, your College's name or send them your picture.
4. Never arrange to meet anyone you have contacted online. People who you contact online are not always who they seem.
5. Be fair in your use: Stored work on the network must be strictly for College related work only. Staff may review files and communications to ensure that the use of the system is fair, appropriate and responsible.
6. Never open attachments to emails unless they come from a known and trusted source. They could contain viruses or other programs which can destroy information and software on your computer.
7. Internet access is provided for educational and work related purposes. Limited personal use is permitted. Web filtering is in place and usage of the internet is monitored with inappropriate applications and websites blocked. Whilst every effort is made to make use of the Internet as safe as possible, no filter can be 100% effective. Any site accessed that is not appropriate should have its' web address noted and be excised from immediately. The web address should be passed to a member of staff.

Fair, safe, responsible use of resources and equipment

1. Installation or storage of programs of any type on the computers is not permitted.
2. Protect the equipment. Avoid any activity which may damage, disable or otherwise harm the operation of the computers or network. Carelessness, or malicious damage may result in you being charged for any repairs.
3. Recognise the value of resources and avoid waste such as unnecessary printing or use of disk space.
4. Use computers for educational or work purposes only. Commercial uses are not permitted e.g. buying/selling goods, preparing/printing commercial material (except when needed for your studies).
5. All students are given a College email account which will allow external access to college IT systems.
6. Respect the work and ownership rights of people outside the College, as well as other students or staff. This includes abiding by the copyright laws.

Resource Borrowing

1. If the equipment is damaged or lost during the loan, a fee will be charged to replace or repair the product.
2. If a laptop/tablet is to be taken off-site, a deposit must be left with the <college specific> staff. This deposit will only be returned if the equipment is returned on time and undamaged. The cost is £10.00. <ke6 only> This does not apply to laptops/tablet from the Lapsafe. <ke6 only>
3. If taking a laptop off-site, you will need to request a charger from the <college specific> staff. Equipment may be taken out over a 48hour period or weekend, or for a longer if negotiated.
4. Students will not disable or uninstall any virus protection programme that has been provided on the laptop/tablet to protect it and its contents.
5. Documents should be stored on One Drive to allow easier access whilst both on or off site to allow flexible working. A USB stick should not be used in order to protect the equipment from viruses.
6. The laptop/tablet must only be used by the student who borrowed it and used for college work only.
7. Protect the equipment – The laptop/tablet must be kept in the protective bag provided.
8. Any problems or issues encountered whilst using the equipment must be reported to the IT helpdesk helpme@bfmat.ac.uk.
9. If students frequently return the laptop/tablet late or in an unacceptable condition, they may find their loan privileges revoked if necessary. This applies to the loan of other resources, such as books, calculators, headphones, phones chargers etc.

College Responses and Sanctions:

Violations of the above rules and expectations are likely to result in a temporary or permanent ban on using the College's computer systems and equipment. Additional action may be taken by the College in line with disciplinary policy. If a financial cost has been incurred then this will be charged to those that incurred the cost.

For serious or repeated violations, an exclusion from college may be imposed. Where appropriate, police or other agencies may be involved and we reserve the right to share information where there may be legal implications, or where there is a reasonable concern about the safety of an individual.

Note: for the purpose of safeguarding – the college's network is monitored by software which reports activity and alerts staff if there is any activity that might indicate that a user is at risk. This software is GDPR compliant.

Emails are not guaranteed to be private. Students under suspicion may have their usage closely monitored and their past usage investigated.

Remember, if you are in doubt about our regulations refer to a member of staff in college services or email:
<college specific>

Appendix A – Acceptable Use Statement - Usage of AI

This Acceptable Use Statement is designed to ensure appropriate use of AI when completing college work ensuring it is consistent with government and exam board guidelines.

AI tools can only be used as set out within this statement. For examinations and coursework, AI must only be used when the conditions of the assessment permit its use.

AI tools should only be used in limited circumstances and where expressly permitted by a staff member. In the absence of this permission, AI tools should not be used to supplement and support student works.

We permit AI uses in the following circumstances:

- a) Generating Feedback
- b) Support with personal statements
- c) Support with communication (emails/teams)
- d) As a research tool
- e) Idea generation for projects
- f) For use with coursework or homework (where permitted)
- g) One to One Tutoring

Where AI is permitted, it must not be misused in accordance with this statement. AI must be used lawfully and must not be used to misinform, mislead, offend or misrepresent. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own;
- Copying or paraphrasing whole responses of AI-generated content;
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations;
- Failing to acknowledge use of AI tools when they have been used as a source of information;
- Incomplete or poor acknowledgement of AI tools; or
- Submitting work with intentionally incomplete or misleading references.

Therefore, students must ensure that any information cited within college work found using an AI system or software, must be referenced in the same way any other article or quotation would be. The Joint Council for Qualifications have confirmed that students must show the name of the AI source used and should show the date the content was generated