



NORTH GLASGOW COLLEGE

INFORMATION TECHNOLOGY & NETWORK RESOURCES POLICY

**(ICT ACCEPTABLE USER POLICY
ABRIDGED STUDENT EDITION)**

DOCUMENT CONTROL INFORMATION

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The persons/group responsible for this document reserve the right to amend this document at any time should the need arise. All appropriate staff will be informed should this occur.

Information technology & network resources

General Principles

Access to information technology resources at any North Glasgow College Centre is granted subject to the guidelines set out in this policy, and to the college regulations. Where IT resources are used to access computer networks, systems or data owned by another Organisation, users are also subject to the acceptable use policies of that Organisation.

The IT resources of NGC centres are provided for educational purposes only. All other uses are NOT permitted.

All users are required to work within the terms of this policy, and failure to observe may give rise to disciplinary procedures and/or the involvement of the Police, where appropriate.

Where there is a doubt over the acceptability of a proposed use of IT resources, the decision of NGC Network Services Department (based on the AUP) shall be final.

NGC reserves the right to deny access to IT resources and to cancel access privileges to IT resources at any time.

Regulations

All users of NGC IT resources must agree to be bound by the following regulations:

1 Conduct with regards to other persons

Users must not:

- 1.1 Use IT resources in a manner which may harass, intimidate or cause deliberate offence to another person or group of people. This includes harassment of a political, racial, religious or sexual nature, or use of abusive language.
- 1.2 Attempt to access, store or electronically distribute documents, images, audio files or any other file type which would contravene Regulation 1.1

- 1.3 Attempt to log into the system using another users identity.
- 1.4 Attempt to copy, alter or destroy data belonging to another person.
- 1.5 Attempt to load unauthorised software programs including applications and games onto any IT equipment.

2 Security

Users must not:

- 2.1 Connect their personal IT equipment onto the college network, unless authorised by the Network Manager.
- 2.2 Divulge their password to any other person. You will be held responsible and accountable for a breach of this policy if your account is used in a manner likely to contravene Regulation 1.1.
- 2.3 Attempt to gain access to any IT resource or area of a computer system which they are not authorised to use.
- 2.4 Attempt to circumvent system security on any NGC computer system or any other Organisation.
- 2.5 Any breach of security should be reported to the Network Services Manager.

3 Copyright, Intellectual Property & Theft

Users must not:

- 3.1 Use IT resources in a manner which may result in a breach of the Data Protection Act 1998, Computer Misuse Act 1990, Copyright, Designs and Patents Act 1988, or other relevant acts.
- 3.2 Distribute, publish or distribute electronically any material created by another person or Organisation.
- 3.3 Copy or remove software from NGC owned systems

- 3.4 Attempt to remove any IT resources which are the property of NGC.

4 Damage and Degradation of IT Resources

Users must not:

- 4.1 Use IT resources in a manner which is likely to degrade system performance, such as the manipulation of excessively large files or creation of programs which replicate themselves, cause damage or corruption of data, or which run in an infinite loop.

5 Booking and Reservations

- 5.1 Users must observe the current policies on booking IT resources.
- 5.2 Users may be asked to vacate a workstation if it has been booked by another person, or is required for technical reasons.

Enforcement

An appointed person who represents the College may examine the data files, and e-mails of any user periodically to investigate a suspected breach of this AUP.

Information held on IT resources is not guaranteed to be private. Where material is suspected to breach the AUP, contain illegal material or be in support of an illegal act, NGC will take appropriate action.

Breach of this AUP will result in withdrawal of access to IT resources and may be subject to action under the College regulations and possible reporting to the Police.

Throughout this policy, the term 'IT resources' includes all computer systems, peripheral devices, network equipment, operating and application systems software, communication facilities and data.

The term 'access' includes the act of following a hypertext link on a web page which leads to a page or site containing material which would contravene Regulation 1.1.

Signature:

Print Name:

Date:

Learning Centre: