Computer Usage Policy for Students

Introduction:

LOETB provides computing resources to allow Students to promptly and efficiently carry out academic work. Computer resources include computer software, computer hardware, local area networks (including remote access to and from our LAN) and connections to other computer networks. This also includes electronic media (emails, telephone, voicemails, fax machines, online services, Internet and Intranet). All students are responsible for seeing that these resources are used in an efficient, ethical and lawful manner.

LOETB encourages the use of electronic media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all students and everyone connected with the organisation should remember that electronic media and services provided by LOETB are LOETB's property and their purpose is to facilitate and support academic work.

The following guidelines for using email and the Internet facilities are presented for the guidance and support of students. No policy can lay down rules to cover every possible situation. Instead, it is designed to express LOETB's policy and set out general principles, which is the organisation, when using electronic media and services.

This Policy should be read in conjunction with other LOETB policies such as:

- Electronic Mail Policy;
- Internet Policy.

Electronic Mail Policy:

Electronic mail enables students to communicate promptly and efficiently. While e-mail brings many benefits to students it also brings risks to the organisation particularly where students use it outside of their student role. For that reason, it is necessary to have a code of practice that regulates it use. Every student has a responsibility to maintain LOETB's image, to use this electronic resource in a productive manner and to avoid placing LOETB at risk.

The computers, electronic media and service are provided by LOETB for academic use to assist students in research. LOETB reserves the right to review, audit, intercept, access, record, and disclose all messages created, received or sent over their system, students are expected to demonstrate a sense of responsibility and not abuse this privilege.

Electronic Mail Guidelines:

- Each e-mail sent on LOETB resources reflects on the image and reputation of LOETB. Therefore, e-mail messages must be appropriate and professional.

- If you receive any offensive, unpleasant, harassing or intimidating messages via email you are requested to inform a staff member or the ICT Department Head immediately. It is important that we trace such e-mails as quickly as possible.

- All students should seek the written approval of their ICT Teacher before using their student e-mail address to subscribe to newsletters, mailing lists, newsgroups or information services.

Students are prohibited from engaging in, or attempting to engage in:

- Using other peoples' log-ins or passwords;

- Monitoring or intercepting the files or electronic communication of other students or third parties;

- Hacking or obtaining access to systems or accounts that are not authorised to use;

- Breaching, testing or monitoring computer or network security measures;

- Using electronic media and services in a manner that is likely to cause networks congestion or significantly hampers the ability of other people to access and use the system;

- Using electronic media services to obtain access to other companies or individuals materials. Attempting to copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Emails should not be used:

- For personal gain or profit;

- To represent yourself as someone else;

- To access, download, save, create or transmit any abusive, obscene, intimidating, harassing, defamatory, disruptive or otherwise offensive images or material and anything that will reflect poorly on LOETB's name and professional reputation;

- To advertise or otherwise support unauthorised or illegal activities;

- To provide lists or information about students to others and /or to send classified information without approval:

- To subscribe to newsgroups, mailing lists, newsletters or information services for personal use;

- To disrupt other students with unsolicited mail (joke mail);

- When it interferes with academic responsibilities by spending unreasonable and unwarranted time on e-mail.

Email Risks:

1. Mail is not specifically secure. Your message may go to other persons other than the intended recipient and if confidential this could be damaging to LOETB. If you need to send private, confidential information it may be best to use another means.

2. E-mail messages can carry computer viruses, which are particularly dangerous to LOETB computer operations. Users of LOETB network should use extreme caution when opening e-mails or attachment where the origin of the message is unknown.

3. A chain letter is an e-mail message sent to several addresses, typically requesting each recipient to forward copies to additional individuals. Chain letters may claim a variety of warning (e.g. personal misfortune) if the instruction to forward multiple messages is ignored. If you receive an e-mail chain letter, simply delete it.

4. Letters, files and other documents attached to e-mails may belong to others and therefore they may be copyright implications in sending or receiving them without permission.

5. It should be remembered that all personal data contained in e-mails may be accessible under GDPR Legislation and furthermore a substantial portion of e-mails to Government and other Public Bodies may be accessible under Freedom of Information Legislation (all electronically processed data is covered by the legislation)

When sending e-mails from LOETB, on LOETB resources please be conscious of the organisation your e-mail is representing and structure your mail accordingly.

LOETB reserves the right to review, audit, intercept, access, record and disclose all messages created, received or sent over the electronic mail system for any purpose. Infringement or breach of this email policy will be treated seriously and will be subject to disciplinary action up to and including dismissal.

Internet Policy:

LOETB provides computing resources to allow students to promptly and efficiently carry out academic work. In this respect LOETB encourages the use of Internet as a valuable tool for research, information gathering and data accessing in the course of the academic related activities. However, students must remember that the Internet and related services provided by the LOETB are LOETB property and must be used in line with LOETB policies. To ensure that all students are responsible, the following guidelines have been established for using the Internet.

The security of LOETB computers, networks and Internet services is a high priority. Any student who identifies a security problem should notify their teacher or the ICT Department Head immediately.

Internet Prohibited Use:

The Student is responsible for his/her actions and activities involving LOETB computers, networks and Internet services for his/her computer files, password and accounts. Example of unacceptable uses that expressly prohibited include but are not limited to the following:

1. Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are obscene, threatening, discriminatory, harassing, illegal or otherwise inappropriate.

2. Using LOETB computers, networks and Internet services for any illegal activity or activity that violates other LOETB policies, procedures or rules.

3. Downloading copyrighted material, music, games, screensavers or other system modifying software.

4. Copying or downloading software without prior written approval from your supervisor (approval must be held in the ICT Department)

5. Using LOETB network or Internet services for private financial gain.

6. Any malicious use, disruption or harm to any computer, network and Internet service (whether LOETB computers or other) including but not limited to hacking activities and creation /uploading of computer viruses.

7. Use of LOETB time and resources for personal use.

__Note__: To prevent computer viruses from being transmitted through LOETB's computer system downloading of any unauthorised software is strictly prohibited. Only software registered to LOETB may be downloaded.

World Wide Web (WWW):

Please remember that access to the web is provided so that you can carry out academic work. Be aware of how much time web activities can consume. Students should also remember that many web sites collect a "calling card" record of each visitor. These records are often used in follow up mailings for marketing of that sites services.

Passwords and Access:

Students have a responsibility to safeguard any credentials granted to them by LOETB. In order to limit security risks, all Students must abide by the following:

- Attempts should not be made to by-pass or render ineffective security measures provided by LOETB.
- Do not:
  - Share Student IDs or usernames;
  - Divulge passwords to other Students;
  - Seek to impersonate other Students;
  - Leave their computer unattended without logging out or locking.
- Student Passwords must not be shared between Students, except where they are released as part of the approved procedure. An approved procedure exists for releasing passwords where accounts are required and students are unavailable.

Personal Websites:

LOETB recognises that from time to time Students will setup websites, blogs or wikis that, which are related to their academic, professional disciplines and or personal interests, these are personal sites and not formal LOETB sites. These rules ensure that the individual views and opinions discussed openly on such sites are not portrayed as the formal position of the LOETB.

Personal websites should not display the LOETB logo or other LOETB trademark/copyrighted materials.

LOETB reserves the right to review, audit, record, and monitor all use if the Internet. Infringements or breach of this Internet Policy will be treated seriously and will be subject to disciplinary action up to and including dismissal.