

EASTLEIGH COLLEGE

COMMUNICATION POLICY FOR STUDENTS

Introduction

Eastleigh College offers its students the facility to communicate using the College's: network, e-mail, MOODLE, student intranet, text messaging service, Wi-fi and Facebook and Twitter accounts. In addition other social media sites can be accessed.

In order to safeguard the College community and to enable continued access students must adhere to the principles of e-safety by behaving according to this policy, appropriately, respectfully, within the law and in accordance with the College's code of conduct. By establishing an account with the College and clicking on the 'Accept' option when logging in you are agreeing to adhere to this policy.

The College may suspend access at any time.

Appropriate Use

The College provides access primarily for College study purposes, however appropriate personal use is allowed at designated computers and times. Priority will always be given to students wishing to use College computers for study purposes. If you are unsure whether an activity constitutes appropriate or inappropriate use, check with your tutor, a member of the Learning Centre team or the IT Helpdesk helpdesk@eastleigh.ac.uk.

Inappropriate Use

The College regards the following activities to be inappropriate and disciplinary action may be taken as detailed below:

- Engaging in cyberbullying in any of its forms
- Using, transmitting, receiving or seeking inappropriate offensive, vulgar, suggestive, obscene, abusive, harassing, threatening, defamatory (harming another person's reputation by lies), disparaging or misleading language or materials
- Sending, receiving, soliciting, printing, copying or replying to text or images or messages that disparage others based on their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex, sexual orientation
- The promotion of hate or views that are in opposition to the fundamental British values of democracy, the rule of law, individual liberty, mutual respect for those with different faiths and beliefs including calls for the death of members of the armed forces
- Revealing personal information, such as the home address, telephone number or financial data of another person, or yourself
- Engaging in illegal activities, or encouraging others to do so, including breaching copyright law
- Engaging in private commercial activity
- Any activity which may damage the College's or others' personal property

This list is neither comprehensive nor exhaustive. Each course is expected to have a Class Code of Conduct, which may prohibit the use of certain communication technology in the classroom/workshop e.g. mobile phones. Students may be requested to switch off their devices and place them in a visible location. Any behaviour deemed inappropriate will be dealt with in accordance with the College's Disciplinary Policy.

Safeguarding and Confidentiality

- Passwords should not be shared with other students
- Students should refrain from uploading data which may contain a virus or is corrupted
- Students should report any misuse to the Computer Services Manager or their tutor
- Unless authorised to do so, students are prohibited from using e-mail to transmit confidential information to outside parties
- Students may not access, send, receive, solicit, print, copy or reply to confidential or proprietary information about the College, its students, its employees or other business associates
- Students who are concerned about online safety, including grooming and radicalisation, should speak to a member of staff, who in turn will contact the Safeguarding Team.

Privacy

Network, Internet and E-Mail access is provided as a privilege of College membership. Under the Telecommunications (Lawful Business Practice) Regulations 2000, the College has the right to monitor any and all aspects of its computer systems that are made available to you and to monitor, intercept and/or record any communications made by students, including Internet and E-Mail communications.

Disciplinary

Breaching these Guidelines will result in your access to the network being denied or withdrawn. In addition, you may be subject to disciplinary action, which may result in your exclusion from College. All students are reminded that it is an offence to alter, delete, damage or intentionally disrupt any computer system with malicious intent. Should it be found that illegal use is being made of College computers then the College also reserves the right to inform other authorities such as the police.

Approved by SMT, 5.10.16