

# Polisi Coleg Penybont

## Bridgend College Policy



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Enw'r Polisi/Policy Name: IT Acceptable Use Policy Côd dogfen/Document code (os yn berthnasol/if applicable)
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Adran/Department: IT Services

Awdur y Ddogfen/Document Author: Scott Morgan

Teitl Swydd/Job Title: Head of Digital Innovation & IT Services

Dyddiad Cymeradwyaeth/Date of Approval: SLT 4/7/2023; RPC 5/10/2023

Dyddiad Adolygu/Review Date: July 2026

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### Policy Checklist:

Policy Inception Requirement	Yes / No / N/A	Supporting information
Has an Equality Impact Assessment been completed? See form below.	Yes	
Has a Welsh Language Impact Assessment been completed? See form below.	Yes	
Has a Data Protection Impact Assessment been considered with regards to this policy? If yes, please contact the Information Services Manager in order to complete a Data Protection Impact Assessment.	N/A	
Has the review taken account of the latest Guidance/Legislation?	Yes	
Is legal advice required? If yes, please ensure you have taken the necessary steps to secure the appropriate legal advice before proceeding further.	No	
Is staff training required? If yes, please ensure that the necessary training is arranged through the Learning & Development Advisor.	Yes	A new Skillgate module has been created to cover Acceptable Use of Data, IT & Social Media.
Are there HR related issues that need to be considered? If yes, please contact the HR Manager to discuss further.	Yes	Policy states breaches could be subject to disciplinary procedures.
Are there financial issues? If yes, please contact the Finance Manager to discuss further.	No	
<i>For SLT use only:</i>		
Is this a new policy? If yes, SLT to complete the <a href="#">College Policy Approval Delegation checklist</a> at the time of approval.	No	
Approval level assigned: <b>RPC</b>		



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### **Pwrpas ac Amcanion/ Purpose and Objectives:**

This policy aims to ensure that all users of the Colleges' IT infrastructure comply with current UK legal requirements, Cyber and Information Systems best practices and in doing so, protects all users of the Colleges' IT Systems.

The Policy applies to any user of the Colleges' IT System irrespective of their location or the device on which they are accessing the Colleges' resources including new and developing technologies and uses, which may not be explicitly referred to.

Users may be defined as, but not limited to: Staff, Students, Contractors, Guests, Governors, Student Teachers and Agency workers.

Any breach of this policy may result in disciplinary action, including in extreme cases suspension or expulsion from the College. The College also reserves the right to report any such breach if it deems necessary to the appropriate authorities.

### **Manylion Polisi/ Policy Details:**

1. Passwords and/or other forms of authorisation must not be disclosed to other individuals either within or outside the College. For reasons of security your individual password should not be printed, stored online or given to others. College systems and devices should only be used for work-related purposes and not for personal or commercial gain .
2. The College reserves the right to monitor any computer, e-mail, Google Chat and internet usage to ensure adherence to this policy and all users should be aware that their use is not private.
3. Computers (including but not limited to laptops, Chromebooks, PCs, Macbooks, iMacs, tablets and mobile devices) and Google accounts are the property of the College.
4. College devices and Google accounts should be used for the sole purpose of carrying out your duties as a member of staff or a learner.
5. College IT facilities may not be used for the creation or transmission of material that might reasonably be considered defamatory or discriminatory on the basis of race, gender, religion or belief, disability, age or sexual orientation, nor cause harassment, bullying and/or victimisation, advocate or promote any unlawful act, promote or encourage extremism or radicalisation or cause any other action which may bring the College into disrepute.
6. Sensitive or Personally Identifiable Information relating to College users should not be downloaded to any device at any time.
7. Staff should ensure that they adhere to the College's procedures on the Data Protection Act and Freedom of Information Act, copies of which are available on the College portal.



8. The ability to connect to other computer systems through the network does not imply a right to connect to those systems or make use of those systems unless authorised to do so by the Head of Digital Innovation & IT Services. You should not alter or copy a file belonging to another user without first obtaining permission from the creator of the file.
9. All stakeholders covered by this policy, including external contractors, must complete a Systems Access Request Form and obtain authorisation from the Head of Digital Innovation & IT Services before accessing any College systems or spaces which contain infrastructure or networking equipment, whether virtually or in person.
10. Procurement of any IT equipment and software requires the authorisation of the Head of Digital Innovation & IT Services.
11. All College IT equipment, including computer peripherals, should be treated with respect. Any loss or damage to IT equipment should be reported to IT Services at the earliest opportunity.
12. Virus/malware or any program which may have a harmful effect on the Colleges' IT Systems must not be introduced onto the College network intentionally.
13. Investigations will commence where reasonable suspicion exists of a breach of this or any other relevant policy. If an individual suspects there to be a breach of this policy, they must report it immediately to the Head of Digital Innovation & IT Services to allow investigation of the incident prior to taking appropriate action.
14. Deliberate action to circumvent any controls the College has put in place to safeguard the security of its systems and users or disrupting or denying other users access to the Colleges' network will be classed as a breach of this policy.
15. All devices must be encrypted where possible. If encryption is not possible then a suitable secure password and multi-factor authentication must be in place.
16. IT resources must not be moved from their installed location without prior authorisation from the departmental Manager and Head of Digital Innovation & IT Services.
17. The filming of or recording of College users using cameras or recording devices integrated with a mobile device is strictly prohibited unless it is part of the curriculum or with person(s) express permission.
18. Copyright applies to all text, pictures, video and sound, including those sent by e-mail or on the Internet. Files containing such copyright protected material may be downloaded, but not forwarded or transmitted to third parties without the permission of the author of the material or an acknowledgement of the original source of the material, as appropriate.



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19. ID/Photocopying cards must not be used by any other person than the allocated person.
20. Users are responsible for ensuring that information printed or copied must be removed immediately from the printer/copier once the job has been released. The College adopts a "follow me print" policy that allows print jobs to be released at any device on any campus. These print jobs are held centrally on a print server and print queues are purged on jobs older than 3 days.

### **Cyfrifoldeb (os yn berthnasol)/ Responsibilities (if applicable):**

1. The integrity of all central computer systems, the confidentiality of any information contained within or accessible on or via these systems is the responsibility of all users of the Colleges' IT systems.
2. Any breach of data protection must be reported to the data protection officer at the earliest opportunity via email to [data@bridgend.ac.uk](mailto:data@bridgend.ac.uk).
3. All users of the Colleges' IT systems are responsible for the immediate reporting of any IT incidents to the IT Service Desk.

### **Dogfennau Cysylltiedig (os yn berthnasol)/ Related Documents (if applicable):**

- Data Management & GDPR Policy
- Disciplinary Policy
- IT Security Policy
- Safeguarding Policy

### **Adolygiad dogfen/Document review:**

## **Equality Impact Assessment Form**

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<b>Enw Polisi / Gweithdrefn</b> <b>Name of Policy / Procedure</b>	IT Acceptable Use Policy					
<b>Perchennog Polisi</b> <b>Policy Owner (to complete this EIA)</b>	Head of Digital Innovation & IT Services: Scott Morgan					
<b>Nod(au'r) a Pwrpas y Polisi</b> <b>Aim(s) and Purpose of Policy</b>	To set expectations of use of the IT systems.					
<b>I bwy mae'r polisi hwn yn effeithio?</b> <b>Who does the policy affect?</b>	<b>Dysgwyr</b> <b>Learners</b>	✓	<b>Staff</b>	✓	<b>Y Cyhoedd</b> <b>Gyffredinol /</b> <b>General Public</b>	✓

Equality characteristic	Positive impact	Neutral impact	Negative impact	Reason/comment
Age		✓		
Disability		✓		
Gender reassignment		✓		
Marriage and civil partnership		✓		
Pregnancy and maternity		✓		
Race		✓		
Religion or belief		✓		
Sex		✓		
Sexual Orientation		✓		

Date completed: 2023-06-13

Signed by Manager completing the assessment: 

### Asesiad Effaith Iaith Gymraeg/ Welsh Language Impact Assessment


<b>Enw Polisi / Gweithdrefn</b> <b>Name of Policy / Procedure</b>	IT Acceptable Use Policy					
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### Safonau Iaith Gymraeg / Welsh Language Standards

Rhif/ No.	Math/ Type	Safon / Standard	Cadarnh aol (gallai fod o fudd)	Negyddol (gallai effeithio)	Dim Effaith
			Positive (could benefit)	Negative (could impact)	No Impact
94	Safonau Llunio Polisi  Policy Making standards	Pan fyddwch yn llunio polisi newydd, neu'n adolygu neu'n addasu polisi sydd eisoes yn bodoli, rhaid i chi ystyried pa effeithiau, os o gwbl (pa un ai yw'r rheini'n bositif neu'n andwyol) y byddai'r penderfyniad polisi yn eu cael ar— (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.  When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on – (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.			✓

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### Cynllun Gweithredu / Action Plan

Dylai camau gweithredu ddangos camau i'w cymryd i leihau neu, lle bo modd, ddileu unrhyw effaith negyddol ar yr Iaith Gymraeg.

Actions should demonstrate steps to be taken to reduce or where possible, eliminate any negative impact on the Welsh Language.

<b>Gweithredu/ Action</b>	<b>Pwy/ Who</b>	<b>Erbyn Pryd/ By When</b>	<b>Mesur Llwyddiant/ (sut y byddwn ni'n gwybod ein bod wedi cyflawni'r camau gweithredu)</b>  <b>Success Measure (how will we know we have achieved the action)</b>

**Dyddiad Cwblhau Asesu / Assessment Completion Date:** 2023-06-13