

ITALIA CONTI

ICT Policy

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| Reviewed by: | Internal Quality (Audit Lead). |
| Checked by: | Head of Quality Assurance. |
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This policy will be reviewed and approved annually by the Senior Leadership Team.

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1. Rationale

At Italia Conti we believe that Information and Communications Technology (ICT) is at the heart of learning and that access to computers and the Internet will enable all users (both learners and staff) to enhance their learning by exploring thousands of libraries, databases and bulletin boards throughout the world.

The Internet is an essential element in 21st century life for education, business and social interaction. ICT skills and knowledge are vital to access life-long learning and employment; and is now accepted as a functional, essential life-skill along with English and mathematics. We encourage a responsible and mature approach to accessing and interpreting information, and we expect all users to comply with the principles outlined in this policy.

2. Aims

This policy aims to promote the appropriate and responsible use of ICT systems for the purpose of education. It outlines the benefits to learning that ICT can bring, as well as the expectations that the college places on its users. There are clear examples provided of acceptable and unacceptable behaviour, the mechanisms by which ICT use is monitored and the steps that might be taken for any policy infringement.

3. Accountability

The CEO will ensure that this ICT Policy is implemented and monitored at regular intervals.

4. Appropriate Use

Use of ICT equipment is expected to be in line with staff and students' responsibilities for undertaking, facilitating or supervising learning (as appropriate).

Use of ICT equipment must not in any way expose the user or Italia Conti to any civil or criminal liability.

5. Benefits to Education (learners and/or staff)

- Access to world-wide educational resources;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to authoritative advice;
- CPD opportunities for staff;

- Communication with support services, professional associations and colleagues;
- Improved access to technical support including remote management of networks;
- Opportunities for distance learning during COVID stay-at-home measures.

6. Benefits to Learning

- Italia Conti college Internet access is designed expressly for authorised users and will include appropriate filtering;
- Learners will be encouraged to access online resources to enrich and extend their understanding and development;
- Learners can also use the Internet to develop professional networking within the industry (in accordance with any applicable Italia Conti policies);
- Learners have the opportunity to develop their independent learning in ways that can support the anticipated learning outcomes;
- Learners will be guided in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

7. Use of ICT Facilities

The College's ICT facilities may only be used for legal activity consistent with the aims of the college and the *Disciplinary Policy* and *Student and Staff Code(s) of Conduct*. The college rules on using ICT equipment are displayed in computer suites, (see **Appendix B**). The computer network and Internet are provided for the purpose of research and communication related to the curriculum and recognised college work. Failure to comply with the terms and conditions of the *ICT Policy* will result in a temporary or permanent ban from the network. Additional action may be taken in line with the college's disciplinary procedures. Where applicable, police or local authorities may also become involved.

All computer and Internet users should be aware that any material accessed or transmitted may be viewed by the system administrator at any time.

All users of the computers and Internet must follow the same principles of acceptable behaviour, as stated in the college's Staff/Student Handbooks. Users need to be aware that discriminatory or abusive language, behaviour or communication is unacceptable (as outlined in the Social Media Code of Conduct).

All learners agree to a *Student Code of Conduct* which also includes a stipulation that they will "refrain from any conduct, within any media, on or off the premises, which in any way brings the Academy into disrepute ... This includes any activity which may be defined as 'cyber bullying' according to the ICT or e-safety policies. You are to respect each other in online spaces / social media". (See **Appendix A**). This reflects the strong emphasis Italia Conti places on promoting and recognising appropriate Internet use including compliance with copyright, data protection, and the creation or publication of offensive material.

It is considered a serious breach of the college's Internet Policy and Disciplinary Policy to make use of the Internet or email in such a manner to bring the name of Italia Conti into disrepute.

The college uses the Trend Micro™ Worry Free Business Security system with URL filtering, email scanning and virus protection to ensure that potentially unsafe or inappropriate material cannot be accessed through the college network.

As far as possible, learners will be directed to information resources that have been reviewed and evaluated prior to use. They will also be expected to develop as independent learners and to exercise a mature judgement in the type of material that they access.

8. E-Safety

In line with our policies to protect learners from other dangers, Italia Conti takes every precaution to provide them with as safe an Internet environment as possible. We do this by monitoring college computers and installing filters to prevent unwanted material being seen. We also encourage learners to take responsibility for their use of ICT, and provide clear guidelines to promote a safe e-learning environment

9. Policies & Procedures

Italia Conti will:

- provide learners with guidance on their Internet use as far as is reasonable;
- use the Trend Micro™ filtering system on our network to block Internet sites that fall into categories such as pornography, race hatred, sites of an illegal nature;
- inform users (via our policies) that Internet use is monitored;
- Inform staff and learners that they must report any failure of the filtering systems directly to their teacher or IT Manager (IT@ItaliaConti.co.uk);
- require staff and learners to individually use ICT equipment in accordance with the standards of behaviour in the relevant *Code(s) of Conduct*.
- record any breach of the *Code(s) of Conduct* in relation to ICT use and make sure such breaches are kept on file for as long as necessary; ¹
- makes information on reporting offensive materials, abuse/ bullying etc available for staff, learners and parents/guardians (if learners under 18 yrs). (This information can be found in our *Social Media Policies* for students and staff.
- immediately refer any material we suspect is illegal to the appropriate authorities;
- provide all users with a copy of the following rules and regulations when they access the Internet using our network:

¹ The should be cross-referenced to the GDPR retention schedules.

10. Rules for accessing the Internet:

Italia Conti **does not** permit the following activities:

- using someone else's login;
- accessing another student's files and folders;
- sending or displaying offensive messages or images;
- accessing undesirable material e.g. pornography;
- contacting staff through any social networking platform;
- accessing social networking sites/chat rooms during lessons;
- posting undesirable messages on a website;
- knowingly introducing viruses onto the college network;
- intentionally wasting resources used for printing;
- using racist, sexist, homophobic, violent or abusive language during the conduct of emails or other Internet activities;
- interfering with the functioning of the college network or any other network that can be accessed via the Internet;
- any breach of security that results in information being made available or displayed to others;
- any attempt to corrupt or destroy data, violate site privacy or deny service by overloading the network or an individual's email inbox;
- any attempt to, create, transmit, publish or receive any material likely to cause offence, inconvenience or needless anxiety;
- any attempt to load personal or home software (including games) onto the network.

Italia Conti will challenge and take sanctions against individuals who breach the ICT Policy (in line with the *Disciplinary Policy*) including denial of access to the college's ICT systems. This will be reported to the relevant authorities and may, in some instances, lead to criminal prosecution.

11. E-mail

- Sending malicious or threatening e-mails and other messages is a criminal offence under the Protection from Harassment Act (1997), the Malicious Communications Act (1988) and Section 43 of the Telecommunications Act (1984);
- students must immediately inform a staff member if they receive inappropriate or offensive e-mail;
- the forwarding of anonymous messages and chain letters is not permitted;
- the use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language is not permitted; and may be subject to the College's disciplinary procedures;
- There may be circumstances under which the contents of an email might have to be disclosed. Please see a comprehensive list of laws affecting ICT use in England in the **Appendix**).

12. Education & Training

Italia Conti will:

- foster a 'no blame' environment that encourages learners to tell a staff member immediately if they encounter any material that makes them feel uncomfortable;
- ensure that learners and staff know what to do if there is a cyber-bullying incident;
- ensures all learners know how to report abuse;
- ensure that when copying materials from the web, staff and learners understand issues around plagiarism; how to check copyright and also know that they must observe and respect copyright / intellectual property rights. For further information please refer to www.cla.co.uk;

Students should not copy or use material from the Internet without acknowledging the source. Failure to acknowledge the source, thereby gaining unfair advantage (plagiarism), may lead to disqualification by examination boards.

13. Technology & Infrastructure

Italia Conti will:

- ensure network health through appropriate anti-virus software etc and network set-up so staff and learners cannot download executable files such as .exe / .vbs etc.

14. College Website

The only point(s) of contact on the Italia Conti website is the college address, college e-mail and telephone number. Staff or learners' personal contact information will not be published. Learners' names will only be linked to photographs where there is a legitimate reason, e.g. marketing purposes.

The copyright of all material must be held by the College or be attributed to the owner where permission to reproduce has been obtained.

15. Inappropriate Websites and Material

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for learners. Italia Conti will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a college computer. Italia Conti cannot accept liability for information accessed, or any consequences of Internet access.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. A comprehensive list of laws relating to ICT use in England can be found in **Appendix E**.

Methods to identify, assess and minimise risks will be reviewed regularly

Learners should not knowingly search for profane or obscene (pornography) material, that advocates illegal acts, or that advocates violence or discrimination towards other people.

16. Policy Awareness

Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are expected at all times.

Learners will be informed that all Internet use is monitored and the college regularly exercises its right to monitor the use of Italia Conti's computer systems, including the interception and monitoring of e-mail. Files will be subject to deletion if unauthorised use of the college's computer system is taking place.

17. Network Security

Italia Conti will take the following steps to protect the network:

- the college ICT systems will be reviewed regularly with regard to security;
- students will not access or use any account other than their allocated one;
- learners will immediately inform their teacher or IT Manager if they identify a possible security problem;
- virus protection will be installed and updated regularly;
- unapproved system utilities and executable files will not be allowed in learners' work areas or attached to e-mail
- files held on the College's network will be regularly checked.

is not permitted to:

- attempt to download, store or install software on college computers;
- attempt to introduce a virus or malicious code to the network;
- attempt to bypass network or system security;
- attempt to access another user's account;
- attempt to use any form of hacking software or system;
- access, download, create, store or transmit material that is indecent or obscene material that could cause annoyance, offence or anxiety to other users, or material that infringes copyright or is unlawful.

18. Mobile Devices

Mobile phones should not be used during lessons or formal college time unless directed by staff.

Learners must not use camera phones in college to take or distribute photographs of other learners or staff without their knowledge or consent. Any learner who is concerned that they have been photographed without their consent or that someone is misusing their camera phone should immediately report their concerns to a tutor or member of staff.

It is an offence to send obscene, indecent or menacing pictures.

Technology that can be used to store, transmit or manipulate data, such as media rich phones, MP3 players, and USB media, should be used responsibly and in accordance with the ICT User Policy, even when not used with college equipment.

19. Distance Learning

Following the COVID national lock-downs in 2020 and 2021, Italia Conti has developed a Digital Safety Agreement which all students are required to sign and abide by before they can participate in remote learning. A copy of the current agreement can be found in **Appendix C**.

20. Policy Violation

Handling incidents is the responsibility of the following members of staff

For students: Course Leaders
For staff: Director of HR;

Learners and parents will be informed of the complaints procedure. Measures include:

- interview/counselling by Student Welfare Officer;
- informing parent/carer - temporary or permanent ban on internet use;
- where appropriate, police or local authorities may be involved.

21. Policy links

This policy links with:

Behaviour and Disciplinary Policy
Bullying and Harassment Policy
Code of Conduct (Staff)
Code of Conduct (Student)
Digital Safety Agreement
Extremism and Anti-Radicalisation Policy
GDPR and Privacy Notice(s)
Safeguarding and Child Protection Policy
Social Media Policy
Student Charter for Distance Learning

Appendix A: Student Code of Conduct (extract)

The current Student Code(s) of Conduct contain the following proviso:

“You are expected to refrain from any conduct, **within any media**, on or off the premises, which **in any way brings Italia Conti into disrepute**. Doing so may result in disciplinary procedures. This includes any activity which may be defined as ‘cyber bullying’ according to the ICT or e-safety policies. You are to respect each other in online spaces / social media.”

Appendix B: Computer Rules Notice

The notice below is on display in College ICT facilities.

Italia Conti does not permit the following activities:

- Sending or displaying offensive messages or images.
- Accessing undesirable material e.g. pornography
- Contacting staff through any social networking platform
- Accessing social networking sites/chat rooms during lessons
- Posting undesirable messages on a website
- Knowingly introducing viruses onto the school network
- Accessing another student's files and folders
- Intentionally wasting resources used for printing
- Using racist, sexist, homophobic, violent or abusive language during the conduct of emails or other Internet activities
- Interfering with the functioning of the college network or any other network that can be accessed via the Internet
- Any breach of security that results in information being made available or displayed to others
- Any attempt to corrupt or destroy data, violate site privacy or deny service by overloading the network or an individual's email box
- Any attempt to, create, transmit, publish or receive any material likely to cause offence, inconvenience or needless anxiety
- Any attempt to load personal or home software (including games) onto the network
- Sending malicious or threatening e-mails and other messages is a criminal offence under the Protection from Harassment Act (1997), the Malicious Communications Act (1988) and Section 43 of the Telecommunications Act (1984).
- Students must immediately inform a teacher if they receive inappropriate or offensive email
- The forwarding of anonymous messages and chain letters is not permitted
- The use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language is not permitted; and may be subject to the College's disciplinary procedures
- Attempting to bypass network or system security
- Attempting to use any form of hacking software or system
- Access, download, create, store or transmit material that is indecent or obscene material that could cause annoyance, offence or anxiety to other users, or material that infringes copyright or is unlawful

The College will challenge and take sanctions (in line with the college's *Disciplinary Policy* including denial of access to the college's ICT systems) against individuals who breach the *Internet Policy*. Where appropriate, the college may notify the relevant authorities which may, in some instances, lead to criminal prosecution.

Appendix C: Digital Safety Agreement (Distance Learning)

Italia Conti Online Learning:

Digital Safety Agreement (Distance Learning)

Guidelines for Italia Conti Students

This agreement should be read in conjunction with the *Student Code of Conduct*, *Student Charter: Distance Learning*, Italia Conti's *Disciplinary Policy*, *Safeguarding & Child Protection Policy*, *Social Media Policy*, *Internet Policy* and *Bullying and Harassment Policy*.

I will uphold and be aware of this Digital Safety Agreement which regulates my use of technology for Online Learning.

1. My learning

- 1.1 I will choose a dedicated study area free of distractions that will enable me to learn effectively and will also contribute to my wellbeing. For this purpose, I will avoid other screens (phones, iPads, etc.) while studying and participating in online sessions.
- 1.2 For sessions involving practical activity, I will make sure that the space is clear, and free of hazards, such as cables. I understand that I take responsibility for health and safety in the e-learning environment.
- 1.3 I will maintain a routine as close as possible to a scheduled timetable.
- 1.4 I will regularly check my Conti email, Conti VLE (e.g. Moodle / Teams or Dropbox) for assignments, deadlines, messages from teachers or classmates.
- 1.5 I understand that the Italia Conti monitors my college email account and messages.
- 1.6 I will follow the Italia Conti rules on academic honesty and not practise plagiarism.
- 1.7 I will follow Italia Conti's social media policy and will not share or upload any information on-line, except securely with teachers at their request.

2. My (online) relationship with others

- 2.1 I will not access, create or display any material (images, sounds, text, and video) which is likely to cause offence, inconvenience or anxiety to anyone.
- 2.2 I will not use racist, sexist, abusive, homophobic or aggressive words or write things that could upset or offend others.
- 2.3 I understand that sending malicious messages can become a matter whereby Italia Conti will set sanctions or involve outside agencies such as the police.
- 2.4 I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

2.5 I will not respond to offensive, abusive or rude messages. Should that happen, I will let a member of staff know immediately.

2.6 When in a live videocall or video session,

- I will be on time, in a suitable room, and dressed appropriately.
- I will talk to my teacher and classmates respectfully.
- I will mute my microphone to avoid unnecessary noise.
- I will never record or take photos of my classmates or teachers.
- I will end the session as soon as our teacher indicates and will not return to the call.

2.7 I will report to a member of staff or to Welfare any incident that breaches the Digital Safety Agreement, even if that incident does not affect me.

3. My (digital) wellbeing

3.1 I will maintain a healthy relationship with technology by using it as and when appropriate.

3.2 I will avoid distractions, such as other screens, loud music, etc that might interfere with my learning.

3.3 I will always keep my username and password confidential. I will never share personal information about myself or anyone else, such as an address, telephone number and private and personal details, in an email or on a website.

3.4 I will follow my teachers' instructions on how to upload or send evidence of my work, so that it stored safely and securely.

3.5 I will take regular breaks from screens and technology.

3.6 If I have concerns about my own welfare, or the welfare of others, I can contact a member of staff or Catherine Cooper, the Designated Safeguarding Lead and Welfare Lead: Catherine.Cooper@italiaconti.co.uk

4. Guidance when participating in an online class involving physical activity:

4.1 **Make your space safe:** Check your space by doing your own mini risk assessment. Move obstacles out of your way, cables/furniture etc. Put pets away, roll up rugs. Wear bare feet or shoes that are most sensible for your floor, check how you move on the floor before starting.

4.2 **Mark out your space:** Mark out an area you can safely dance / move in, away from walls or obstacles.

4.3 **Do not record the class:** Do not record any footage from your classes.

- 4.4 **Internet connection:** Please aim to have a secure, good connection. Ethernet cable plugged directly into your device is best. If you are using phone or handheld device, close down all other apps.
- 4.5 **Warm up and cool down:** If the class teacher hasn't included a warm-up, then do your own first. The same goes for a cool-down afterwards.
- 4.6 **Don't do more than you are able:** Don't push yourself too hard, beyond your usual skill or ability level. Take time for recovery within the session and between sessions.
- 4.7 **Current injuries:** If you are dealing with a recurring injury, please be sensible about not aggravating it. Although I'm keen for you all to stay active and motivated, please do use this unusual time away from the building to rest if needed, and look after your injuries
- 4.8 **Familiarise yourself with injury management (PRICED):** In the unfortunate event of an injury occurring when dancing in your own home and there may be limited access or contact with therapists, be as familiar as you can with the recommendations for self-injury management

Student Declaration:

I accept that this Digital Safety Agreement for Online Learning is meant to keep me safe. I take responsibility for my actions online and know that any breach of this agreement will be considered a serious disciplinary matter.

I understand that when participating in any exercise, physical activity or dance programme, there is the possibility of physical injury. I understand and agree that I engage in these online practical classes, at my own risk, that I am voluntarily participating in these activities, assume all risk of injury to myself, and agree to release and discharge Italia Conti from any and all claims or causes of action, known or unknown, arising from my participation.

Student name: _____

Student signature: _____

Course: _____

Date _____

Appendix D: Student Charter (Distance Learning)

ITALIA CONTI

Student Charter: Distance Learning

This *Student Charter* is for all students studying on a University of East London course at Italia Conti.

Although this charter is not legally binding, it explains our commitment to our learners and what can be reasonably expected of both students and Italia Conti.

- i) As an educational institution and collaborative partner of UEL, Italia Conti will provide:
 - the information you need to complete your course of study to the required academic standard
 - the learning materials and resources that allow you to engage successfully with your studies
 - the teaching staff to support your learning
 - opportunities for you to interact with your peers

- ii) We will support you by:
 - providing everyone with equality of treatment, regardless of their gender, gender-identity, age, race, ethnicity, disability, sexual orientation, religion, or belief
 - providing a clear and well-structured induction
 - providing a course handbook
 - providing you with the aims and learning outcomes of your course and access to the assessment regulations governing it
 - notifying you of any updates or modifications to your course
 - responding to reasonable and appropriate queries in a timely manner
 - explaining clearly the amount of academic support you can receive
 - taking reasonable steps to help you with Specific Learning Needs (SpLD) or address any access requirements which may affect your learning
 - providing a Virtual Learning Environment (VLE), an online library and other online resources that will support your learning
 - providing you with suitably qualified and experienced teachers
 - providing contact points for teaching and support staff, including support mechanisms for dealing with mental health whilst studying
 - providing a safe and stimulating learning environment for learners from a range of backgrounds and identities
 - promoting motivational teaching and assessment activities which, whenever possible, include creative opportunities.
 - providing appropriate assessment opportunities that are to the required standard

- notifying you in advance of assessment activities (including formal assessment tasks).
- informing you of any penalties for late submission or non-submission of coursework, and the consequences of not attending classes or assessments
- providing appropriate feedback so you can understand your own progress
- seeking to ensure that the marking of all assessments is fair and free from bias
- providing clear information on what constitutes academic malpractice (including plagiarism) and their consequences
- providing student feedback opportunities (both formal and informal) to allow us to improve the quality of your learning programme
- notifying you of your assessment results
- carrying out regular quality assurance checks
- taking action (where appropriate) on student feedback to improve your learning experience
- providing formal ways for you to share any concerns that you might have with your course
- listening to any complaints carefully and fairly
- respecting your confidentiality
- complying fully with laws relating to Data Protection, Freedom of Information and Equality.
- ensuring that you will be offered advice and information in relation to choices you may have regarding your study and the implications for future opportunities
- sharing external examiner reports via your online course support area
- providing an opportunity to join our Italia Conti alumni once you have successfully completed your course.

iii) As a student we expect you to:

- check your registration details and report any errors or omissions immediately
- make yourself familiar with information we provide to you and seek clarification of anything you do not understand
- comply with our Student Code of Conduct
- act in a courteous and co-operative manner in all communication and learning
- be responsible for your own learning
- check regularly the official channels of communication used by us, (including our virtual learning environment (VLE) and your Italia Conti student email account)
- make use the learning materials provided on your course
- comply with any policies in place (including those relating to Internet use and social media)
- ensure that your fees are paid by the required deadline(s)
- actively engage with your studies
- be familiar with each module assessment task, including submission deadlines and assessment dates.
- actively participate in tutorials and other timetabled activities and meetings
- ensure that you are prepared with appropriate equipment to complete all tasks
- use digital technology to enhance your learning experience and development
- ask for help or clarification when you need it
- ask for additional support if you need it, and make the most of any support given to you
- behave appropriately in assessments by ensuring that all work submitted for individual assessment is your own, and that all sources are appropriately referenced

- follow advice from tutors on academic writing styles, referencing and plagiarism
- meet assignment deadlines
- notify us as soon as possible of any absence and/or if there are extenuating circumstances which prevent you from doing any part of your studies
- completing any official paperwork relating to absence or extenuating circumstances
- take responsibility for your online presence
- act courteously and co-operatively when interacting with Italia Conti and / or UEL staff or the diverse range of our students
- respect the campus and online environments, and use all facilities with care and consideration
- become familiar with all relevant Italia Conti policies and procedures (particularly those relating to behaviour in the *Student Code of Conduct*)
- support your course representatives and provide them with constructive feedback.
- use our student surveys to provide us with feedback about your learning experience
- consider extra-curricular activities as a means of enhancing your student experience and personal development



Student Declaration:

Name: (please print)

Course:(please print)

Year of entry:

I confirm that I have read and understood the *Student Charter (Distance Learning)*. I will comply with my responsibilities outlined in section (iii).

Signature:

Date:

Appendix E: laws relating to ICT use (England)

a) The Computer Misuse Act 1990

“The Computer Misuse Act (1990) was introduced to secure computer material against unauthorised access or modification. Three categories of criminal offences were established to cover the following conduct:

Unauthorised access to computer material (basic hacking) including the illicit copying of software held in any computer.

Penalty: up to six months of imprisonment or up to a £5,000 fine.

Unauthorised access with intent to commit or facilitate commission of further offences, which covers more serious cases of hacking.

Penalty: up to five years of imprisonment and an unlimited fine.

Unauthorised modification of computer material, which includes:

- i. intentional and unauthorised destruction of software or data
- ii. the circulation of ‘infected’ materials on-line
- iii. an unauthorised addition of a password to a data file.

Penalty: up to five years of imprisonment and an unlimited fine.

You must not:

display any information which enables others to gain unauthorised access to computer material (this includes instructions for gaining such access, computer codes or other devices which facilitate unauthorised access);

display any information which may lead to any unauthorised modification of computer materials (such modification would include activities such as the circulation of ‘infected’ software or the unauthorised use of a password);

display any material which may incite or encourage others to carry out unauthorised access to or modification of computer materials.”

(University of West England, 2022)

b) The Copyright, Design and Patents Act (1988)

“The Copyright, Design and Patents Act (1988) is applicable to all types of creations, including text, graphics and sounds by an author or an artist. This includes any which are accessible through the University's IT facilities and network. Any unloading, downloading or printing of information through on-line technologies, which is not authorised by the copyright owner will be deemed to be an infringement of his/her rights.

Some types of infringement give rise to criminal offences, the penalties for which are up to two years imprisonment or an unlimited fine. It is also possible for the copyright owner to claim compensation or to have infringing activities prevented by injunction.

You must not:

make

transmit

print

store an electronic copy of copyright material on the (college's) IT equipment without the permission of the owner.”

(University of West England, 2022)

c) The Data Protection Act 1998

“The Data Protection Act (1998) concerns the processing of information about living individuals. It gives rights to those individuals about whom information is recorded and demands good practice in handling information about people.

Every person or organisation holding personal data (data controller) must be registered with the Information Commissioner.

Please visit Data Protection Policy for further information.

You must:

- only use personal data for a (college) related purpose
- ensure that the use of (college) related personal data is restricted to the minimum consistent with the achievement of academic purposes
- contact the college's Data Protection Officer before conducting any activity which involves the collection, storage or display of personal data through the University's IT facilities.”

(University of West England, 2022)

d) The Official Secrets Acts 1911

“The Official Secrets Acts (1911) establish severe criminal penalties for any person who discloses any material which relates to security, intelligence, defence or international relations and which has come into that person’s possession through an unauthorised disclosure by a crown servant or government contractor. They also cover material which has been legitimately disclosed by a crown servant or government contractor on terms requiring it to be kept confidential or in circumstances in which it might reasonably be expected to be treated as confidential. This means that certain information handled by the University’s departments may be covered by the provisions of the Acts, particularly if such information concerns a project specifically commissioned by a government office.

You must:

ensure that any such material is securely stored and avoid displaying it on the (college’s) IT facilities.”

(University of West England, 2022)

e) Defamation:

“Defamation consists of the publication of an untrue statement (which can include an opinion), which adversely affects the reputation of a person or a group of persons. If such a statement is published in a permanent form, as is the case with statements published on the Internet, including messages transmitted by email, an action for libel may be brought against those responsible.

In accordance with the Defamation Act (1996), the (college) acknowledges the convention of academic freedom, but will take all reasonable care to avoid the dissemination of defamatory material and will act promptly to remove any such material which comes to its attention.

Messages which have only one intended recipient may reach a vast audience through the Internet and as a result, the transmission of statements which discredit an identifiable individual or organisation may lead to substantial financial penalties.

You must:

- ensure that all published facts are accurate
- ensure that opinions and views expressed in personal home pages or via bulletin boards do not discredit their subjects in any way which could damage their reputation.

You must not:

- place links to bulletin boards which are likely to publish defamatory materials.
- Remember that your email communications are publications.”

(University of West England, 2022)

f) Obscenity

“The (college) is committed to the prevention of publication through any of the (college’s) IT facilities of any material which it may consider pornographic, excessively violent or which comes with the provisions of the Obscene Publications Act (1959), the Protection of Children Act (1978) or the Criminal Justice Public Order Act (1994). The (college) will regard any such publications as a very serious matter, which it will not hesitate to report to the law enforcement agencies. Users of the IT facilities are reminded that these are principally for use in connection with academic purposes, therefore any use of the IT equipment to publish or gain access to obscene, pornographic or excessively violent material is inappropriate, and you may be liable to legal proceedings.

You must not:

disseminate, access or encourage access to materials which the institution deems to be obscene, pornographic or excessively violent through the (college’s) IT facilities.”

(University of West England, 2022)

g) The Telecommunications Act 1984

“The Telecommunications Act (1984) and the Interception of Communications Act (1985) make it illegal to communicate any information of an indecent, obscene or menacing character by a public telecommunications system, or to misuse or tap a telecommunications system.

You must:

ensure that use of institutional voice and data systems, i.e. telephones and networks, is operated in accordance with the provision of these acts.”

(University of West England, 2022)

h) Health and Safety

“The Health and Safety at Work Act (1974), including the Control of Substances Hazardous to Health (COSHH) Regulations (1988), regulates safety in the workplace and contains a number of clauses pertinent to the IT environment, such as the Display Screen Equipment Regulations (1992).

You must:

operate in accordance with (the college’s) Code of Conduct”.

(University of West England, 2022)

i) Computer Evidence

“The Police and Criminal Evidence Act (1984) limits the use of certain computer material as evidence in court.

Disclosure of computer held information to the law enforcement agencies may be covered by the provision of this act.”

(University of West England, 2022)

j) Discrimination

“A new Equality Act came into force on 1 October 2010. The Equality Act brings together over 116 separate pieces of legislation into one single Act. Combined, they make up a new Act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

The Act simplifies, strengthens and harmonises the current legislation to provide Britain with a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

In addition, European Union legislation can cover situations where discrimination takes place on the grounds of sexual orientation. Therefore, any material located on or disseminated through the University’s IT facilities which may be considered discriminatory or may encourage discrimination on grounds of sex, gender, sexual orientation, race or ethnic origin may be unlawful. Any such material will also be against the (college’s) Equal Opportunities Policy.

You must not:

use the (college’s) IT services to place or disseminate materials which discriminate or encourage discrimination on grounds of sex, gender, sexual orientation, religion, race or ethnic origin.”

(University of West England, 2022)

k) Criminal Law

“The incitement to commit a crime is a criminal offence in itself, regardless of whether a crime has actually been committed or not. This includes the provision of information via IT equipment/services which facilitates crime.

You must not:

- place links to sites which facilitate illegal or improper use;
- place links to sites where copyright protected works, such as computer software, are unlawfully distributed
- place links to sites which display pornographic materials
- place links to bulletin boards which are likely to contain discriminatory statements
- post messages which would be in contempt of court.”

(University of West England, 2022)

l) Advertisements and Commercial Activities

“The (college’s) IT facilities must not be used for placing or distributing advertisements relating to any course or business other than those promoting the (college’s) teaching and research activities or its own trading operations.

You must:

remember that all advertisements should be ‘legal, decent, honest and truthful’ and comply with the Code of Practice for Advertisers issued by the Advertising Standards Authority.”

(University of West England, 2022)

m) International Law

“Since there is no international convention on Internet regulation, caution is necessary in considering what law may be applicable. As a basic rule, all users of the (college’s) IT facilities must note that although certain materials may be considered legal in their places of origin, that does not prevent the application of UK law if those materials are considered to be illegal under the law in this country. Similarly, material transmitted world-wide is subject to the law of whichever country it is viewed in.”

(University of West England, 2022)

n) Regulation of Investigatory Powers Act 2000 & Lawful Business Practice Regulations

“As required by UK legislation, IT Services draws to the attention of all users of the (college’s) Data and Telephones Networks the fact that their communications may be intercepted as permitted by legislation.

The legislation allows an employer and/or organisation to intercept without consent for purposes such as recording evidence of transactions, ensuring regulatory compliance, detecting crime or unauthorised use, and ensuring the operation of their telecoms systems. The employer and/or organisation does not need to gain consent before intercepting for these purposes, although it does need to inform staff and students that interceptions may take place.”

(University of West England, 2022)

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END