



Student IT Usage Policy

Application

This policy applies to all current students of Animation College incorporating AMES IT Academy. The term “IT resources” refers to any Animation College owned or operated hardware or software and the data that is used or stored on it.

Purpose

Animation College provides IT resources to students as an integral part of its teaching and learning environment and of the student experience. The purpose of this policy is to define the responsibilities of students to use and to protect Animation College IT resources appropriately.

Usage of Animation College IT resources brings with it responsibilities to ensure adequate care is taken and that there is acceptable usage of physical resources, software and Internet consistent with the expectations of the college.

Animation College aims to create an environment in which IT resources support students in their studies and in which students feel free to create and to collaborate with other students, without fear that their work and assessment will be misrepresented, tampered with, copied, destroyed or stolen.

Policy

Appropriate use of IT resources

IT users must use IT resources responsibly, efficiently and in an ethical manner, with due regard to the rights of others. Internet access is provided for educational purposes only and will be monitored for appropriate use. It is prohibited to:

- Store/stream/play music through the computers;
- Store/stream/watch downloaded movies through the computers;
- Install personal software, download unauthorised software/plugin/add-ons;
- Store/stream/play computer games through the computers;
- Browse inappropriate forums, blogs or websites;
- Store/stream/display inappropriate images or materials. e.g. pornography.

Unacceptable Conduct

IT users must guard against any misuse which would intentionally or accidentally disrupt IT resources at Animation College. For the avoidance of doubt, unacceptable conduct includes, but is not limited to:

- Using IT resources in a way which could or does interfere with the reasonable use of IT resources by other students or staff;
- Deliberately accessing, using, destroying, altering, dismantling or disfiguring IT resources without appropriate authority or other lawful excuse;
- Using IT resources in a way that hinders Animation College from meeting its educational, funding and legal obligations;
- Using IT resources to breach the privacy of individuals without appropriate authority or other lawful excuse;
- Using IT resources to access an account belonging to another person or to assume another person's identity or role;
- Breaching Animation College or third-party copyright or patent protection and authorisations, including licence agreements and other contracts;
- Using IT resources to bully, harass or victimise any other person.

IT Support

Students must not attempt to fix computer system issues or tamper with desktop setups, without talking first with their tutor. Animation College will provide IT support if there are problems with computers or other classroom equipment.

All Animation College computers have a standard desktop assigned by the College and these are not to be changed. All software used on College premises is licensed to Animation College and usage will be closely monitored.

Back-up of Student Work

Students are responsible for backing up their own course work (e.g. on a memory stick or hard drive). Where relevant, it is recommended that students do this at least once a week and do not rely upon one form of back-up.

Individual Tutor Expectations

Some Animation College academic staff will maintain additional IT standards within their learning and teaching environment. These may be communicated verbally or in writing. Students to whom these additional IT standards apply must also comply with these requirements.

Breaches of this Policy

Any breach of this policy may be investigated. Students found to be failing to accord with this policy will be issued with a written warning and risk academic exclusion if the behaviour is repeated. Deliberate breaches of a criminal nature will be reported to the Police.

Date policy approved:	9 January 2016
Policy approved by:	IT Steering Group
Policy owner:	Director of Quality Assurance