

BCFE and CDETБ Student Computer and Network Acceptable Use Policy 2022-2023

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by BCFE's ICT resources in a safe and effective manner. Internet use and network access is considered a resource and a privilege.

Any student who uses BCFE's computer and network facilities does so on the understanding that he/she agrees to abide by the City of Dublin Educational Training Board Committee's (CDETБ) Computer and Network Usage Policy and by the Code of Practice outlined below. The primary purpose of this Code of Practice is to ensure that all users operate in a safe and secure environment and that the computer and network resources in the BCFE are protected from loss, modification or destruction.

Therefore, if the BCFE's AUP is not adhered to, this privilege will be withdrawn, and appropriate sanctions as outlined in the Code of Practice below may be imposed.

Legislation

BCFE will provide links to the following legislation on our website (bcfe.ie) which underpins the usage of the computer and network facilities which students should familiarise themselves with:

- The Data Protection Act 1988
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- General Data Protection Regulation - Regulation (EU) 2016/679

I Agree:

1. To accept that any behaviour considered inappropriate in the ordinary world is also considered inappropriate in the virtual world and that inappropriate behaviour in using the Internet is prohibited.
2. To make no attempt to try to gain access to confidential information concerning individuals which is held on the system, "hack" into systems or interfere with the intended operation of the BCFE's computer and network resources and to accept that "hacking" is a serious offence under criminal law.
3. Not to access, download, save, create or transmit unauthorised software, "plug-ins", games or other entertainment software (including screen savers) or save inappropriate or offensive material.
4. To not knowingly perform any act which will interfere with the normal operation of computers, peripherals or networks or knowingly destroy the integrity of computer-based information.
5. Not to give another individual unauthorised access to my computer account and to make no attempt to access another individual's computer files.
6. Not to use the computer and network facilities for unauthorised profit or commercial purposes.
7. Not to create or transmit any abusive, obscene, threatening, defamatory, offensive or harassing images or material or cause offence to another individual or discriminate on the grounds of gender, marital status, sexual orientation, religious or political belief, age, disability, race, colour or membership of the traveller community.
8. To use social media in a responsible manner and not to engage in behaviour on social media which would impact the college or other students in the college.
9. Not to send or store anonymous email or partake in or promote chain email messages or send unnecessary files that would adversely affect computer and network resources.
10. Not to open email attachments from unsolicited or unknown sources.

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11. That by its very nature, the Internet is an insecure network with no guarantee of either privacy or confidentiality for its users and that information posted on the Internet is available to a global audience. I also agree not to post on the Internet any personal information such as home address, telephone numbers, contact details, or other personal information about myself or any other person without the express permission of the Principal.
12. Not to register or sign “visitor’s books” on Websites without prior permission.
13. That BCFE may check my computer files and monitor my email and Internet activities.
14. To report to BCFE any suspected abuse of computer and network resources, or any inappropriate material or email that may come to my attention as well as any suspected damage or problems with files.
15. That should I fail to comply with any of the preceding conditions, all access privileges may be denied to me and I may be subject to other disciplinary procedures.

Sanctions

- Misuse of network resources and abuse or infringement on the conditions outlined in this ‘Acceptable Use Policy’ will result in referral to the processes and possible sanctions within the BCFE Code of Conduct and may result in withdrawal of access privileges.
- BCFE reserves the right to report any illegal activities to the appropriate authorities including TUSLA and/or the Gardaí. This could include unacceptable use of the internet, inappropriate use of any app which includes the camera, inappropriate, inaccurate, defamatory, obscene or illegal material found on devices. This also includes the distribution, publication and sharing of any inappropriate images and/or links to private and confidential data.

AUP Acceptance

It is envisaged that BCFE will revise this AUP annually. Before signing, the AUP, it should be read carefully to ensure that the conditions of use are accepted and understood.

I have read and understood the above and agree to its terms.

Signed: _____ Course: _____

Name: (Block Letters) _____ Date: _____