

IT User Policy (full version)

1. Introduction

It is the responsibility of all users of Art Academy London's I.T. services to read and understand this policy. This policy may be updated from time to time, in order to comply with legal and policy requirements.

1.1 Purpose

This Acceptable Use Policy is intended to provide a framework for such use of all Art Academy London's I.T. resources. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to. The purpose of the policy and associated rules is:

- To ensure proper usage;
- to reflect the Academy's regulations;
- to reflect UK laws and statutes.

2. Policy

This Acceptable Use Policy is intended to assist in the Academy's duty of care to its students as well as protect its facilities, data and services whilst complying to relevant laws such as the copyright, design and patents act.

Art Academy London has a statutory duty to fully comply with (and report on) Section 26 of the Counter Terrorism and Security Act 2015. The purpose of this duty is to aid the process of preventing people being drawn into terrorism. The Prevent Policy outlines the Academy's responsibilities in relation to the Prevent duty and is embedded into a number of the Academy's policies, including this one, as part of our wider duty of care to students, tutors and staff.

3. Scope

Members of the Academy and all other users (staff, students, trustees, visitors, contractors and others) of the Academy's facilities are bound by the provisions of its policies in addition to this Acceptable Use Policy. Art Academy London seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching, innovation and research to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to students, tutors and staff.

3.1 Personal use of facilities

Art Academy London information and communication facilities, including email addresses and computers, are provided for academic and administrative purposes related to work or study at the Academy. Very occasional personal use is permitted but only so long as:

- It does not interfere with the member of staff's work nor the student's study;
- it does not contravene any Academy's policies;
- it is not excessive in its use of resources.

Art Academy London facilities should not be used for the storage of data unrelated to the Academy. In particular, Academy facilities should not be used to store copies of personal photographs, music collections or personal emails.

All use of Art Academy London information and communication facilities, including any personal use is subject to Academy Policy.

3.2 Connecting devices to Academy networks

In order to reduce risks of malware infection and propagation and risks of network disruption it is not permitted to connect personally owned equipment to any network socket which has not been provided specifically for the purpose. It is permissible to connect personally owned equipment to the Academy's wireless networks.

3.3 Email

Art Academy London's email system is intended for academic and administrative purposes related to work or study at AAL only. All emails sent through AAL's system must be respectful and professional in tone and in accordance with the Academy's Inclusive Language Policy. All email accounts MUST contain the approved disclaimer at the foot of the signature.

All users of AAL's email system MUST respect the confidentiality of others and comply with the Data Protection Policy.

The security of AAL's email system is of utmost importance. Login credentials must not be shared and any suspicious activity reported to the relevant department administrator as soon as possible. Users should not open any attachments or click on any links from unknown senders, as they may contain viruses or malware. Where possible, users should avoid sending large attachments to prevent system overload; files should instead be shared via GDrive.

3.3.1 Staff & Tutor email accounts

Email signatures should be updated in individual account settings to include a person's name, and where applicable, their job title, following the published guidelines for formatting. No other information or links are permitted. Art Academy London encourages the correct use of an individual's preferred pronouns and invites all users of its email system to specify their preferred pronoun in their email signature. Those that do not wish to share their preferred pronoun should remove this line from the signature.

Staff and Tutors are required to use two signatures; one standard and one marked confidential. The confidential signature must be used when the email content / subject refers to or contains sensitive or confidential information (e.g. in relation to a student's grades, pastoral care, finances and for sensitive internal communications relating to operational activities and all HR matters. Please see 'Information Security Procedures' for further guidance).

3.3.2 Student email accounts

Students on 'academic' programmes (both pre-degree and degree) are issued with an AAL email. This is the main email address for students by staff and tutors.

Student email accounts are set up and issued by AAL upon enrolment and will be closed and deleted at the start of the September following the completion of the programme, except where a student has withdrawn mid-year, accounts will be closed and deleted two weeks after their finish date.

If a student interrupts study, their email account will be suspended for that period of time too (and any communication will revert to private email addresses for that period). Accounts will be reactivated two weeks prior to the student's agreed return date.

It is the responsibility of students to transfer any data (they wish to retain) from their email account and associated GDrive BEFORE the dates given (for account closure).

3.4 Unattended equipment

Computers and other equipment used to access Art Academy London facilities must not be left unattended and unlocked if logged in. Individuals must ensure that their computers are locked before being left unattended. Care

should be taken to ensure that no restricted information is left on display on the computer when it is left unattended. Particular care should be taken to ensure the physical security of all equipment when in transit.

4. Unacceptable use

In addition to what has already been stated above, the following are also considered to be unacceptable uses of Art Academy London facilities.

A) Subject to exemptions defined in 2.1, the Academy Network may not be used directly or indirectly by a User for the download, creation, manipulation, transmission or storage of:

1. Any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
2. unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
3. unsolicited "nuisance" emails;
4. material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the Academy or a third party;
5. material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
6. material with the intent to defraud or which is likely to deceive a third party;
7. material which advocates or promotes any unlawful act;
8. material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party;
9. material that brings the Academy into disrepute;
10. material that contravenes the Data Protection Act 2018 (DPA 2018) and General Data Protection Regulations (GDPR).

B) The Art Academy London Network must not be deliberately used by a user for activities having, or likely to have, any of the following characteristics:

1. Intentionally wasting staff effort or other Academy resources;
2. corrupting, altering or destroying another User's data without their consent;
3. disrupting the work of other users or the correct functioning of the Academy Network; or
4. denying access to the Academy and its services to other users;
5. pursuance of commercial activities (even if in support of Academy business), subject to a range of exceptions. Contact the Operations Manager to discuss your commercial need.

C) Where the Art Academy London Network is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the Academy Network.

D) Users shall not:

1. Introduce data-interception, password-detecting or similar software or devices to the Academy's Network;
2. seek to gain unauthorised access to restricted areas of the Academy's Network;
3. access or try to access data where the user knows or ought to know that they should have no access;
4. carry out any hacking activities; or
5. intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.

4.1 Exemptions from Unacceptable Use.

There are a number of legitimate academic activities that may be carried out using Art Academy London information systems that could be considered unacceptable use, as defined at 4A-D.

For example, research involving defamatory, discriminatory or threatening material, the use of images which may depict violence, the study of hate crime, terrorism related material or research into computer intrusion techniques. In such circumstances advice should be sought from the Operations Manager (if potentially illegal material is involved) and/or notification made to the Director of Academic Quality, Standards and Student Experience if the

material relates to the promotion of extremism/terrorism prior to the introduction of said material onto the Art Academy London network.

Any potential research involving obscene or indecent material must always be discussed in advance with the Director of Academic Quality, Standards and Student Experience.

If a member of the Academy community believes they may have encountered breaches of any of the above, they should make this known to the Operations Manager.

5. Consequences of Breach

In the event of a breach of this Acceptable Use Policy by a User Art Academy London may in its sole discretion:

- a) Restrict or terminate a User's right to use any of Art Academy London's I.T. resources or AAL's Network;
- b) withdraw or remove any material uploaded by that User in contravention of this Policy; or
- c) where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith.

In addition, where the User is also a member of the Academy community, the Academy may take such action, disciplinary or otherwise as it deems appropriate and which is in accordance with its Regulations.

6. Definitions

Art Academy London Network – all computing, email servers, telecommunication, and networking facilities provided by the Academy, with particular reference to all computing devices, either personal or Art Academy London owned, connected to systems and services supplied.

Policies and documents that supplement and reference this document:

Student Handbook
Tutor Handbook
Staff Handbook
Moodle guide
Freedom of Speech Policy
PREVENT Policy
Safeguarding Policy
Disciplinary Policy and procedure
Data Protection Policy
Information Security Procedures

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