

Foreword

Use of Internet and email is provided for the benefit of the staff and students of BST. Its use enables better communication, access to the World Wide Web and keeps the college up to date in terms of its provision of a modern working and study environment for both groups.

However, email and the use of the internet can also expose the College to embarrassment, damaging media exposure and the possibility of legal action.

Scope

This policy applies to all staff, students, those granted periodic use of computers at the College and those using their own computers ("Users") whose use of Internet and email is provided by the College or available through equipment owned by the College or the College Student Council.

Purpose

The purpose of this policy is to gain the benefits of Internet and email while mitigating the risks and costs.

The objectives of this Policy are to ensure that all Internet and email use:

1. is related to, or for the benefit of the College and its purposes;
2. respects and upholds the law;
3. complies with the College's policies and procedures;
4. is courteous and follows acceptable standards of etiquette;
5. protects privacy and confidentiality; and
6. reflects the productive use of information technology.

Acceptable Activities

Acceptable activities reflect the purpose, goals, and mission of the College while complying with each User's work duties or study requirements and responsibilities.

Personal use of the College's Internet and email is allowed, provided such use is reasonable in duration, does not raise costs for the College and complies with this policy.

Unacceptable Activities

The following list, though not exhaustive, provides examples of **unacceptable** uses:

1. engaging in any illegal activity;
2. sending harassing, abusive, malicious, sexually explicit or threatening information, including jokes or cartoons.
3. using Internet or email resources for personal financial gain, advertisements, solicitations or promotions unrelated to the College's activities;
4. using the Internet or email to send messages expressing controversial, potentially offensive and/or defamatory comments regarding, but not limited to, religion, politics and social policies;
5. downloading music, software or other intellectual property of another in violation of software licenses, copyright and trademark laws; and
6. downloading or using any software not approved for use by the College.

Privacy Considerations

Files in Users' accounts and data on the network are not regarded as personal: that is, the College does not routinely monitor this information. However, the College reserves the right to view or scan any file, email or software stored in the College's systems or transmitted over the networks and may do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses or unauthorised software), or to audit the use of the College's resources or to investigate misuse of the Internet and email. Potential violations of this Policy that come to the College's attention during these and other activities may be acted upon.

Policy Violations

Violations of this Policy may subject Users to the loss of Internet and email privileges and may result in disciplinary action, including termination.

Illegal acts involving the College's Internet and email resources may also subject violators to prosecution. Suspected violations may be referred to the police. The College may seek legal action against any violators, including damages and costs.

Acknowledgement

I acknowledge that I have read, understand and agree to comply with this Internet and Email Use Policy. I understand that failure to comply with this policy may result in disciplinary action, including termination, as well as legal action against me.

Name _____

Signature _____

Date _____