	INFORMATION TECHNOLOGY – STUDENT ACCEPTABLE USE POLICY
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Equality Impact Assessment Form

The completion of the Equality Impact Assessment (EIA) will help us to ensure that our policies, procedures and practices do not discriminate or disadvantage people and also improve or promote equality.

In relation to: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.
1. Please explain if you identified any inequalities or possible discrimination in the policy, procedure or practice?
None identified as the Policy specifies using appropriate assessment methods and processes for learners The Centre is committed to providing computer access where staff and students can access vital resources in a safe and protected environment. The policy will ensure that staff and students have a full understanding of acceptable use whilst accessing the Centre's network. It will also outline measures the Centre has in place to help protect users and our systems.
2. If identified, how have you changed the policy, procedure or practice to remove or mitigate the inequality or discrimination?
None identified
3. Any follow up actions required?
None identified

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1. **Purpose**

   Swarthmore Education Centre provides IT resources for students and other users to support and enhance their learning or to allow work to be carried out for or on behalf of the Centre. Students and other users of Swarthmore's IT resources must meet the requirements set out in this document. These requirements are designed to protect Swarthmore's IT infrastructure and data and define Swarthmore's views on what constitutes acceptable use of the IT resources it provides. These requirements enable Swarthmore to comply with procedural and legal frameworks and requirements. All computer or network users should read and follow these requirements and guidelines, make themselves aware of the potential liabilities involved in using computers, e-mail and the internet and understand Swarthmore's expectations of how its IT resources should be used.

2. **Requirements for using Swarthmore Education Centre's IT Resources**

- Students must not use Swarthmore's IT systems to obtain, manipulate or distribute material which may be considered offensive or inappropriate in any way. Swarthmore will make the final decision on whether material is offensive or inappropriate but this will include material which is clearly pornographic, homophobic, sexist, racist or abusive

- Students should report any issues of cyber bullying and inappropriate or harassing online communications to their tutor or a member of the Management Team

- Users must not change computer settings or install software on Swarthmore's computers. IT staff are the only people authorised to install software, perform maintenance or move IT equipment within Swarthmore Education Centre. If you see anyone tampering or moving any computer equipment please inform a Swarthmore member of staff immediately

- Users must not knowingly run applications which are not already installed on Swarthmore computers

- Users must not copy Swarthmore software or use logos or other Education Centre images without authorisation

- It is each students responsibility to check that memory sticks are free of viruses and inappropriate or illegal material before using them at Swarthmore. Swarthmore reserves to right to examine any such devices to ensure compliance

- Apart from USB memory sticks or similar storage devices, no IT equipment or devices should be physically connected to the Swarthmore network. This includes cameras, tablets, laptops, portable hard drives, phones etc

- Students may use their own laptop, phone or other portable device to connect to the public wireless network provided by Swarthmore

- Swarthmore's wireless networks may only be used by students or customers of Swarthmore Education Centre

- There is no private storage area for students or guests files or data. Information stored on Swarthmore's network may be read, copied or modified by other users. Students and customers must not store personal or sensitive data on Swarthmore Education Centre computers or networks

- Internet content is filtered to prevent staff, students and customers from accessing or viewing inappropriate material and harmful files using Dell Sonicwall with additional filtering through Kaspersky Suite. Students must inform a member of Swarthmore's staff immediately if they find an inappropriate site is accessible. Students should be aware that the Police may be called if criminal activity is suspected. Students also have a duty to report to the safeguarding team on safeguarding@swarthmore.org.uk other users who they suspect may be engaged in research or activities which could relate to criminal activities or to the support of terrorism or radicalisation

- Internet access is monitored. Inappropriate usage may lead to disciplinary action

- Students must not download or use copyright protected material, data or information unless they have the permission of its owner or owners or usage falls within current permitted rights

- Copyrighted material must never be downloaded. The use of peer-to-peer services for downloading such material is strictly prohibited

- Students who have been given access to Swarthmore's online information systems, for example, bksb and My Maths

  a) are responsible for all activity made using their online account
  b) must not give their password to anyone else
  c) must inform Swarthmore's IT Support if they believe their account is being used by someone else
  d) must not share their login details
  e) should not attempt to log on as someone else or use a computer while somebody else is logged in
  f) must ensure they log out of all services when they have finished using them

- Swarthmore is not responsible for files, data or information stored on external services, for example Microsoft's OneDrive, Google's Drive, Dropbox or similar services

- Students should check that IT workstations, chairs and other equipment are in the right position for their own use so the computers are comfortable and easy to use. Swarthmore's IT and Facilities teams can advise students on how to adjust a workstation. If you feel that you require any additional support, please raise this with your Tutor

- Students are expected to print responsibly and only when necessary. On-screen print preview and proofing tools can be used to check documents before printing. Students may be charged for excessive or unnecessary printing

- The above is not an exhaustive list, and new situations may arise leading to further requirements to be set out.

Compliance

Users failing to comply with the requirements of this policy may be subject to action under the student disciplinary policy