



Acceptable Use

What is this policy for?

This policy helps ensure safe and responsible use of College technology, networks, online services, and personal devices on campus.

What do you need to do?

College Equipment & Facilities

- Use equipment responsibly.
- Report any damage immediately to a staff member.
- Keep food and drinks away from ICT equipment.

Digital Security

- Keep passwords secure.
- Use only your own account.
- Report security concerns immediately.

Mobile Devices & Recording

- Use phones in lessons only when permitted.
- Obtain consent before taking photos, videos, or recordings.
- Respect restricted areas where recording is not allowed such as toilets.

Online Behaviour & Safety

- Treat others with respect online and protect your personal data.
- Make good judgement when engaging with others or content online.
- Recognise and avoid risks such as manipulation, exploitation, or phishing.
- Report bullying, harassment, or online safety concerns.

AI & Academic Integrity

- Any work you submit must be your own.
- Follow your tutor's guidance on using AI.
- Acknowledge sources where required.

Copyright & Appropriate Content

- Access only appropriate content.
- Follow copyright laws.
- Report unsuitable material if encountered accidentally to a staff member.

Who can help you?

Your Personal Tutor, the IT Helpdesk, Student Life or any member of college staff.

