

RHESTR WIRIO / FFURFLEN MANYLION – DOGFENNAU ERAILL OTHER DOCUMENTS INFORMATION SHEET / CHECKLIST

Document Title:	ICT USAGE PROCEDURE - LEARNERS	
Document Type:	Procedure	
Document Owner:	Aidan Sheil	
Responsible Executive Director:	Sharon Bowker	
Purpose:	This document has been written as a guide for learners, and staff, to provide information on ICT facilities available to learners and to make learners aware of their responsibilities when using ICT within Grŵp Llandrillo Menai.	
Review Cycle:	2 years	
Approval Checklist (to be instigated by Owner):	Actioned by:	Date:
<ul style="list-style-type: none"> • First draft uploaded to Grŵp Portal for initial consultation with staff (via ELD) 	31/10/2023	
<ul style="list-style-type: none"> • First draft sent to JCC for initial 2 week consultation (via AAH) 	31/10/2023	
<ul style="list-style-type: none"> • Final draft presented to TS 	18/09/2023	
<ul style="list-style-type: none"> • Final draft presented to JCC (if applicable) 	07/12/2023	
<ul style="list-style-type: none"> • Final draft presented to SHE (if applicable) 	N/A	
<ul style="list-style-type: none"> • Union Approval at JCC / SHE 	YES	
<ul style="list-style-type: none"> • Policy translated and uploaded to Grŵp Portal 	13/11/2023	

STATEMENT

This document has been written as a guide for learners, and staff, to provide information on ICT facilities available to learners and to make learners aware of their responsibilities when using ICT within Grŵp Llandrillo Menai. This document operates within the framework of the equality and diversity related policies of the Grŵp. ICT (Information Communication Technology) includes all computer, network and technology facilities at each of its colleges. This document will be reviewed every 2 years, or more frequently if required, in line with any changes within the Grŵp.

GENERAL

A disclaimer is displayed on all networked computers as follows:



Accounts are provided for college course work only, and as stated in the disclaimer, by logging into the machine Learners are agreeing that any activity on the system may be monitored.

Learners must:

- **Ensure they have their ID card and lanyard on at all times when on college campus**
- **Ensure they logout of the system when they leave their PC unattended**
- **Ensure no one knows their password, they must not give their password out to anyone and not let anyone else use their network account for any reason**
- **Make all reasonable efforts to ensure that their network access remains secure and report any breaches or suspected breaches of security to ICT Services immediately**

NETWORK ACCOUNT AND DATA STORAGE

Account login and passwords will be issued by the course tutor. The student password is assigned centrally and cannot be changed unless requested to the ICT Services Helpdesk (based in Dinerth Block at Rhos site, ext 1460). If a student forgets their password they can request it by showing their ID card to a course tutor, member of IT workshop staff or ICT Services.

Learners with individual network accounts will have 500mb of data storage by default plus unlimited storage through Google Drive. This can be increased if deemed necessary by request of the student's tutor.

This storage area is seen in My Computer as drive **h:** - no one else has access to this area and this is the area where all work should be saved. There is a folder called **docs** and a folder called **config** on all student h: drives – these folders are required by the system and should not be renamed or deleted, as this will stop some programs from running. Many applications will default to save work to the h:\docs folder but learners can also create additional folders to organise their work.

Work should not be saved to the c: drive as it will be lost when the user logs out of the network. Work should also not be saved directly to removable media such as floppy disks or USB pen drives - it should be saved to the network h: drive first and then be copied to these devices.

Grŵp Llandrillo Menai uses Moodle and Google Classroom for its Virtual Learning Environments (VLE). Access to this facility will be provided to learners by the course tutor/s.

Student accounts and data will be kept for 12 months, if not used for a 12 month period they will be deleted.

EMAIL

The Learner's External E-mail address will be learneridnumber@gllm.ac.uk

Learners can access their email accounts within college using the icon called "GLLM Email" under the Programs folder, and externally at the following URL :

mail.gllm.ac.uk

They can also follow the link on the college web site for Student email.

If a student forgets their e-mail password it can be reset by contacting the ICT Services Helpdesk through their tutor.

For all network account queries Learners must show their ID card.

INTERNET ACCESS

Internet access is provided primarily for college coursework. All Internet access is monitored and web sites deemed inappropriate are blocked from being accessed. If a student feels that a

web site is blocked incorrectly they can request access through their tutor who will pass this request on to ICT Services.

PRINTING AND CONSUMABLES

Learners need to be environmentally responsible, use onscreen print preview facilities, only use printing facilities when necessary, and avoid printing multiple copies.

A print monitoring facility called Papercut, monitors and logs all printing on the Grŵp network. Printing facilities are provided for College academic purposes only and not for personal use.

Learners will be allocated a £30 print credit in September and a further £30 credit in January and April. Learners will not be able to go into a negative balance, if they do not have enough credit to print, the print job will not print and they will get a message to say they have an insufficient balance.

Learners will be able to pay for additional print credits at College finance offices and other agreed staffed areas.

Course Tutors can also request individual learners or groups of learners have additional printing credited allocated if deemed necessary.

ACCOUNT RESPONSIBILITIES

Abuse of the E-mail

Grŵp policy does not allow the following when using the e-mail system:

- Use of the E-mail system when and where requested not to do so by any member of staff
- Sending of multiple E-mails. (A single E-mail to a number of individuals or distribution lists)
- Sending abusive or threatening E-mails
- Sending E-mail that may bring any of the colleges names in the Grŵp into disrepute
- Distribution of potentially offensive graphics as attachments
- Distribution of games and other software as attachments
- Use of other people's E-mail accounts, or attempted use of other people's e-mail accounts, either by proxy or by obtaining their passwords
- Sending of excessive personal e-mails
- Other abuse not listed

Abuse of Internet access

Grŵp Policy does not allow the following when using the Internet:

- Excessive web surfing for personal use
- Downloading of any software
- Attempting to deliberately access offensive or unauthorised sites, for example pornography, violence, hacking and other sites banned by Grwp policy
- Attempting to deliberately access sites containing information which could be described as "hacking tools"
- Playing games or attempting to run peer to peer activities

- Online anti-social behaviour eg bullying, harassment, trolling, posting of offensive messages or comments
- Other abuse not listed

Abuse of Software, Systems, Hardware and Network facilities

Grŵp policy does not allow the following when using any colleges ICT facilities in the Grŵp:

- The use or attempted use of unlicensed software, systems or hardware
- The installation or attempted installation of any software, systems or hardware
- The copying or attempted replication of software
- Any attempt to use any software not available through the “Application Launcher” Window
- The copying, transmission or submission of material such that this infringes the copyright of another person or organisation
- Use of Grŵp printing facilities for non-college business related purposes
- Use of other people’s login accounts, or attempting to use other people’s login accounts
- Attempting to use hardware or software to capture network traffic, e.g. information on users login ids, passwords or network activity
- Attempting to access any unauthorised data area on the network
- Saving of inappropriate material to any college PC or network area e.g. music files, games, graphics, photos and other files not related to college work
- The creation or transmission of any offensive, obscene or indecent images, data or other materials, or any data capable of being resolved into obscene or indecent images or material
- The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety
- The creation or transmission of defamatory material
- The introduction of viruses from external sources
- Any attempt to re-configure or change any software settings on any PC
- Any attempt to remove attached devices or attach unauthorised devices to a machine or to the Grŵp network, or any attempt to move or disconnect any college ICT equipment e.g. PC, printer, telephone
- Corrupting or destroying other users’ data
- Violating the privacy of other users
- Disrupting the work of other users
- Other abuse not listed

Consequences of any abuse:

Any abuse of ICT Facilities is regarded as a serious breach of the Grŵp’s disciplinary code and will lead to action being taken against the learners involved as follows:

- Accounts will be disabled whilst the alleged abuse is investigated
- Abuse of the system may lead to learners being subject to the Grŵp disciplinary procedures

A user who breaks this agreement will be dealt with in accordance with the Grŵp disciplinary

- A reprimand
- Withdrawal from / Suspension from / Exclusion from the Grŵp

CONTACTS

Any queries about the content of this document should be taken up with the learner's course tutor in the first instance.

Any queries with regards to the use of any ICT system should first be taken up with the course tutor. There is also a drop in IT workshop facility at each site where support is available.

Any queries about passwords or any possible breach of network security should be reported to the course tutor and/or to ICT Services as soon as possible.

Name of Policy or Procedure: ICT USAGE PROCEDURE - LEARNERS

Date:

Personnel/Groups Involved: Bilingual Development Manager, Panel Iaith

Consideration	Response	Further evidence requirements	Outcome
What positive effects will the implementation of the policy or procedure have on the use of Welsh language?	The disclaimer on the college network is bilingual, with the Welsh message first, clearly explaining staff rights and responsibilities.		
What negative effects will the implementation of the policy or procedure have on the use of Welsh language?	This policy will not have a negative impact on the use of Welsh.		
Are there sufficient Welsh-speaking staff available to implement the policy or procedure? If not, what steps will be taken to ensure that sufficient staff are available, and by when?	Yes, several members of the ICT department are Welsh speakers. The Library & ILT department includes many Welsh speakers who can provide support in the IT workshops. There are also Welsh speakers in the HR department to deal with any action required as a result of abuse of Grŵp ICT systems.		
Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh Language Standards Compliance Notice?	Yes		
Conclusion	Adjust the policy or procedure	Continue the policy or procedure	Stop and remove the policy or procedure
		□	

Policy / Procedure/Process Title: ICT USAGE PROCEDURE - LEARNERS

Personnel Involved in Equality Impact Assessment: Bilingual Development Manager, E&D Panel

Consideration	Response	Further evidence requirements	Outcome
Which protected groups might be disadvantaged by the policy/process	No protected groups will be disadvantaged by this policy.		
Which protected groups might benefit from the policy/process	All protected groups will benefit from this policy. The policy clearly outlines the expected behaviour when using college IT systems, and the consequences of misuse.		
Does the policy advance equality and foster good relations	Yes - it explains the rights of learners in a transparent manner		
Could any part of the process discriminate unlawfully	Not if the procedure is fully adhered to		
Are there any other policies that need to change to support the effectiveness of this one	No		
Conclusion: Tick one	Adjust the Policy	Continue the Policy and process ✓	Stop and Remove the Policy
Please list:			
Date Actions to adjust completed	[]		

Signed:

Date: