

Maryvale Institute



ICT Policy - Students

1. Internet Usage

- 1.1 To enable students to access software and online services for their studies, Maryvale provides a number of PCs for use in the Library at Maryvale House, as well as WiFi to facilitate access through students' own devices. WiFi is also available to students attending Maryvale's approved centre in Scotland.
- 1.2 Students are encouraged to make use of the Internet access and online resources provided by the Institute whilst at Maryvale or the Scottish centre for residential and study time; however the Institute has a legal and moral responsibility to ensure that all users are aware of what constitutes acceptable usage, both on Institute PCs and on students' own devices while they are connected to the WiFi and/or while they are on Maryvale premises.
- 1.3 In particular the following is deemed unacceptable use or behaviour:
 - 1.3.1 Visiting either legal or illegal internet sites that contain obscene, hateful, or pornographic visual or literary material.
 - 1.3.2 Using a computer or device to perpetrate any form of fraud; or software, film or music piracy.
 - 1.3.3 Using the internet to send offensive or harassing material to other users.
 - 1.3.4 Downloading commercial software or any copyrighted materials belonging to third parties.
 - 1.3.5 Hacking into unauthorised areas.
 - 1.3.6 Creating or transmitting defamatory material.
 - 1.3.7 Undertaking deliberate activities that waste bandwidth or impact significantly upon the efficacy of Institute administration.
 - 1.3.8 Knowingly propagating any form of computer virus, malware or ransomware.
 - 1.3.9 Sharing usernames or transferring them to other users; or divulging passwords to others.
- 1.4 All students wishing to make use of the internet whilst at Maryvale or the Scottish centre or seeking access to the Institute's resources remotely, are expected to abide by the terms of this policy, which seeks to enable student IT and internet usage which is not only legal and moral, but also reflective of the ethos of Maryvale Institute and the moral and pastoral teachings of the Catholic Church.

- 1.5 Students are to be advised that the Institute Firewall detects and reports on attempted access to unacceptable internet sites. Students found to be attempting to access such sites will be dealt with through the Institute disciplinary procedures.
- 1.6 Maryvale has a legal duty to safeguard vulnerable groups and to prevent people being drawn into terrorism. Action may be taken in accordance with safeguarding legislation and/or PREVENT guidelines if the use of its computer equipment, information and systems gives rise to a concern that a person may be at risk.

2 Social Networking

- 2.1 It is recognised that Social Networking Sites (SNSs), such as *Facebook*, *Twitter* etc. are useful communication tools. Students are, however, advised to use such sites carefully.
- 2.2 Whilst the Institute does not wish to inhibit freedom of expression; students are reminded that any libelous, defamatory or personally abusive comments about staff or other students, or the posting of images of individuals without their consent could be viewed as bullying or harassment, and could have legal or disciplinary implications.
- 2.3 The Institute will not seek to monitor the use of such sites, but if issues of concern are raised by individuals, it has a duty of care to investigate and take appropriate action. In the first instance this would typically be a request to remove or amend the relevant text or images. However, if this request does not lead to a resolution, Maryvale Institute reserves the right to take disciplinary action under the Institute's Disciplinary Policy. The individuals concerned might also wish to initiate legal action independently of the Institute.
- 2.4 The Institute reserves the absolute right to require students to remove its name from any publicly accessible site should it be concerned that the reference to the institute might in any way be damaging to its public reputation.
- 2.5 If students have genuine concerns or complaints about their programme or any other provision from the Institute, the most effective route to having these addressed is to use the established procedures; including raising the issue with their Programme Director, the Academic Registrar, or other members of Institute staff; or through student representation on Institute committees. Students may also use the Institute complaints procedure, found on the Institute website.

3 Video Conferencing

- 3.1 The shift to online learning has meant that elements of teaching delivery and learning have moved to video conferencing platforms, such as *GoToWebinar*, *Zoom*, etc.
- 3.2 Whilst the Institute does not wish to inhibit freedom of expression; students are reminded that any libelous, defamatory or personally abusive comments about staff or other students could be viewed as bullying or harassment, and could have legal or disciplinary implications.
- 3.3 If issues of concern are raised by staff, students or other participants, it has a duty of care to investigate and take appropriate action. Maryvale Institute reserves the right to take disciplinary action under the Institute's Disciplinary

Policy. The individuals concerned might also wish to initiate legal action independently of the Institute.

- 3.4 If students have genuine concerns or complaints about their programme or any other provision from the Institute, the most effective route to having these addressed is to use the established procedures; including raising the issue with their Programme Director, the Academic Registrar, or other members of Institute staff; or through student representation on Institute committees. Students may also use the Institute complaints procedure, found on the Institute website.

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Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Concerns and Complaints Policy

Version Control			
Version	Author [name]	Date	Brief summary of changes
V2	Dr Anthony Brown	25/05/2020	Reference to students using their own devices Reference to monitoring for Safeguarding and PREVENT
V3	Dr Anthony Brown	13/05/2022	Section 3. Video Conferencing