

<b>Document Name and Version</b>	<b>6.6 Policy and Procedures on Internet, Social Media and Email use</b>
<b>Policy Number</b>	6.6
<b>Policies that Interact with Policy 6.6</b>	Policy 3.10 Policy and Procedure on Moodle Copyright and Usage Policy 6.2 Learner's Code of Conduct Policy 6.4 Policy and Procedure on Learner Welfare and Wellbeing Policy 6.5 Learner Disciplinary Policy Policy 6.7 Dignity and Respect Policy 6.8 Complaints Procedure
<b>Approval Body</b>	Academic Council
<b>Date of Approval</b>	February 2020
<b>Date Policy Comes into Force</b>	25 <sup>th</sup> January 2021
<b>Date of Review</b>	2025
<b>Revisions</b>	

## **1. Preamble.**

1.1 A safe and respectful environment is necessary for learners to achieve their learning goals.

1.2 IICP College community members are expected to act ethically and responsibly in their use of the Internet and to comply with the relevant national legislation, regulation and IICP College Codes of Conduct.

1.3 In general, staff and learners should follow the same ethical and behavioural standards online as in other forms of communication.

1.4 Standards of behaviour for IICP College are set out primarily in the Learner Code of Conduct and Learner Charter. Other policies expand upon these policies in specific domains. IICP College staff and learners agree to abide by these policies, and to co-operate with the College in enforcing these policies.

1.5 This policy expands upon standards of behaviour around use of the internet, including email, social networking and social media.

1.6 IICP College has several other policies, codes and procedures that should be read in conjunction with this policy:

- Data Protection Policy;
- Code of Conduct;
- Concern for Learners;
- Disciplinary Procedures; and
- Data Protection in Assessments.

## **2. Scope.**

2.1 This policy applies to all members of IICP College when acting in their capacity as IICP College members.

2.2 The policy applies to relevant technology, including personally-owned computer or workstation when in use to connect to the IICP College network (including Moodle) or when in use for IICP College activities, including teaching and learning, reading or sending email and communicating with IICP College community via social media.

### **3. Purpose.**

3.1 The Internet is recognised as an important communication and research tool for IICP College. This policy details standards for the use of Internet while engaged in IICP College activities.

### **4. Policy.**

4.1 Computing resources are shared by all IICP College members. No person should engage in activities that impair the operation or security of the College's network or computer systems.

4.2 The College may take any action required to protect the integrity of its systems, to prevent or stop illegal use of its systems, or to prevent or stop users from impeding the use of the systems by others. When necessary, the College may block access from any computer, system, network, or other access point.

4.3 Learners may not access, examine, copy, alter, rename, or delete the files or programmes of another user without the user's permission.

4.4 System administrators may delete files that are determined to be non-essential.

4.5 Users are expected to act ethically and responsibly in their use of email, internet, social media and social networking, and to comply with the relevant legislation, policy, and codes of practice.

4.6 Users should be aware that any internet communication may be visible to others unless appropriate security is used.

4.7 Users must not post messages by email or on forums or websites which are likely to be considered abusive, offensive or inflammatory by others.

4.8 Users must not post confidential or private information about another person, including contact details, without their express consent.

4.9 Users must not post chain letters, the same comment multiple times, or otherwise distribute “spam”.

4.10 IICP College systems, including Moodle, should not be utilised for advertising or promotion purposes.

4.11 Software copyrights and licence conditions and intellectual property rights must be observed.

4.12 All security incidents involving Internet access must be reported to IT Services.

4.13 IICP College internet users should be aware that gathering, storage and distribution of information pertaining to living individuals fall under the scope of the General Data Protection Regulation (GDPR). All users must ensure that the methods of collecting, processing and storing personal information via internet comply with the GDPR, professional Codes of Ethics and IICP College policies.

4.14 Cyber-bullying or cyber harassment disrupts the learning environment of the college. Consequently, the Learner Code of Conduct prohibits acts of cyber-bullying or cyber harassment through the use of any electronic technology, which includes, but is not limited to, devices and equipment such as cell phones, computers and tablets as well as communication tools, including, but not limited to, email, text messages, Twitter, What’s App and any chat platforms, websites and social media sites.

4.15 Cyber-bullying and cyber harassment are direct violations of several standards of the IICP College code of Conduct. IICP College will not tolerate intimidating or other harmful

conduct by or toward members of its community. The following are examples of instances where social media can cause harm and are expressly prohibited:

- The use of unacceptable social media messages.
- Overly frequent, lengthy, or agitated emails, texts or other social media messages.
- Pressurising a learner to join a social media site.
- Posting negative messages about another member of the IICP College community.
- Posting embarrassing pictures, videos, websites, or fake profiles.

#### 4.16 Use of Personal Computing Resources

4.16.1 Learners who use personal computing resources to access IICP College networks (including Moodle) and computing resources agree to comply with the policies of IICP College.

4.16.2 Where IICP College computer resources (such as folders, files, or College data) are held on personal devices in any format or location, these must be returned to the College upon request.

### 5. Procedures.

5.1 Breaches of IICP College policy are dealt with under related policies as judged appropriate by IICP College.

5.2 In cases of breach of this policy, the Head of Academic Studies in consultation with the Registrar, is responsible for deciding which College procedures may be invoked.

### 6. Definitions.

6.1 The following definitions are used by IICP College:

6.1.1 **Bullying** is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Bullying is always wrong and is unacceptable behaviour which should never be overlooked or ignored.

6.1.2 **Cyberbullying** refers to bullying which is carried out using the internet, mobile phone or other technological devices. It can take forms such as exclusion, defamation, intimidation, impersonation, sending threatening or hurtful messages, emails, photos

or video clips; silent phone calls; putting up offensive posts or pictures on a message board, website or chat room; saying hurtful things in a chat room; or pretending to be someone else in a chat room, message board or text message and saying hurtful things.