



## TERMS AND CONDITIONS OF USE OF THE COLLEGE'S INFORMATION AND COMMUNICATIONS TECHNOLOGY AND CONTRACT

The following is a condensed account of College policies and procedures on

- **Privacy**
- **Use of ICT**

**The full policies and procedures are available on Moodle and it is the responsibility of each person to read them and be fully aware of the College's position. Once the contract below is signed, ignorance of policy or procedure will not be accepted as a valid response to any misuse of the College's ICT.**

### BQA 8.1: Principles and Terms and Conditions of Use of The College's Information and Communications Technology

#### Principles of Acceptable Use:-

##### Learners and Staff must:-

- Use the College's ICT Resources in a responsible, safe and lawful manner.
- Respect the integrity of computer systems, communication devices and networks to which they have access.
- Respect the integrity of the data to which they have access.

#### Unacceptable Use:-

##### Learners and Staff may not:-

- Knowingly access, download or distribute illegal or inappropriate material, including material that is in any way pornographic, obscene, abusive, racist, libellous, defamatory or threatening;
- Use social media to degrade, bully or intentionally offend staff members, students or other users or use these tools to bring the reputation of the College into disrepute;
- Gain unauthorised access to the account, systems or equipment of any third party - attempts at 'hacking' may result in criminal prosecution;
- Use another Users account;
- Undertake commercial activities or otherwise further commercial objectives which are not a part of your work/studies in the College;
- Infringe the copyright, patent or other intellectual property rights of any person including, by downloading unlicensed software or other unauthorised materials;
- Infringe the data protection or other privacy rights of any person;
- Use the College systems or resource to facilitate plagiarism or cheating in exams or assignments;
- Access, modify, or interfere with computer material, data, displays, or storage media belonging to the College or another user, except with their permission;
- Connect unauthorised equipment to the College network;
- Load or execute unlicensed software or other material on the College's ICT where this is likely to breach the licensing conditions or other Intellectual Property Rights;
- Knowingly introduce any virus, malware or other destructive program or device into the College's systems or network.

#### Passwords and Access Codes:-

Learners and Staff have a responsibility to safeguard any passwords or access codes granted to them by the College.

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- Security measures provided by the College should be respected and no attempt should be made to by-pass them or render them ineffective;
- User ID's and user names should not be shared;
- Passwords should not be shared;
- Staff /learners should not leave computers unattended if they have not 'logged-out';

### **E-Mail:-**

- Each staff member and learner is provided with an email account to assist with their work and studies;
- This account is the primary way that the College will communicate with learners, graduates and alumni;
- Usage of the email system for academic and professional purposes is encouraged (journals, review papers, professional bodies, etc.);
- Incidental use of an e-mail account for personal purposes is allowed and is subject to the same policies and regulations as official use, but systematic use on behalf of individuals or organisations that are not associated with the College is not allowed;
- Careless use of e-mail can have very serious consequences. Emails should not contain indecent, obscene, sexist, racist or other inappropriate remarks whether in written form, in cartoon form or otherwise;
- Care must be taken when dealing with suspect e-mails and attachments of unknown origin to prevent computer viruses being transmitted through the network. Suspect e-mails should be deleted immediately and never forwarded to other users;
- Staff members and students are not authorised to retrieve or read any e-mail messages that are not sent to them;
- Email messages must not be automatically forwarded (redirected) to external accounts;
- The email account of a Staff member, and any information contained in it including content, headers, directories and email system logs, remains the property of the College;
- Care should be taken when attaching documents to ensure the correct information is being released.

### **Websites/Blogs/Wikis:-**

- The College recognises that learners and/or staff will from time –to- time set up websites, blogs or wikis that, while related to academic or professional activities are nevertheless personal sites and not formal College sites;
- These sites may not display the College name or logo unless they obtain corporate permission;
- Any views expressed on these sites must be accompanied by a disclaimer that indicates that the views are personal and do not represent the College;

### **Learners:**

#### **Video-conferencing (Zoom):**

- The integrity of the online environment (intellectual property/copyright etc.) must be upheld and students are **NOT** allowed to individually record any online activities without written permission from the College.
- Students must use full names and identify themselves clearly during online sessions: the use of pseudonyms is **not** permitted;
- When 'in-class', chat sidebars should be used for **ON TOPIC** conversations only. Students must be made aware that 'private' messages can be recovered from the chat manuscript;
- The ICT Facilities related to video meetings, provided by the College, should only be used for legitimate purposes i.e. classes, break-out sessions, student meetings, meetings etc.

**E-mail:**

- All students are provided with e-mail addresses as a way of sending and receiving important information;
- Students are expected to check their e-mail on a regular basis for any communication from the College;
- Once they have been issued with an smsi email address, the College will not engage with any student via personal e-mail;
- The College does not accept responsibility for any deleted, overlooked or ignored email;
- If a student experiences difficulties s/he should contact [itsupport@smsi.ie](mailto:itsupport@smsi.ie)

**Monitoring:**

- SNMCI is committed to ensuring security for all and to protecting students, staff members and external parties from illegal and damaging actions carried out by individuals and/or groups whether knowingly or unknowingly;
- SNMCI respects the right to privacy of staff members, learners and external parties and balances this right against the College's own legitimate right to protect itself and its interests from all risk;
- SNMCI reserves the right to monitor such ICT aspects (including but not limited to) as:-
  - Internet access;
  - Network traffic;
  - Social media activity;
  - The VLE Moodle;
  - Server access.
- The SNMCI system is monitored for:-
  - How the system performs;
  - Illegal attempts to access;
  - Unauthorised changes;
  - Compliance with acceptable use.

**BQA 8.2: Privacy Policy**

**How we Use Personal Information:**

We will only use your personal information when legal to do so; usually in the following circumstances:

- Where it is necessary for our legitimate interest;
- Where it is necessary for a third party, including e.g. Quality and Qualifications Ireland (QQI); the Higher Education Authority (HEA); the Department of Education and Skills (DES); the Psychological Society of Ireland (PSI); the Teaching Council of Ireland (TCI); any other Professional, Regulatory or Statutory Body.
- Where we need to comply with a legal or regulatory obligation e.g Garda National Immigration Bureau (GNIB) .

**See below an outline of the purpose of collecting data, the type collected and the legal basis for doing so.**

<b>Purpose</b>	<b>Type: May include</b>	<b>Legal Basis</b>
To provide Higher Education Services	<ul style="list-style-type: none"> <li>- Identity Data;</li> <li>- Garda Vetting Data;</li> <li>- Medical Data;</li> <li>- Professional/Academic Data;</li> <li>- Assessment Data;</li> <li>- Engagement and Attendance Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Obligation to provide service to learner;</li> <li>- Legal Compliance;</li> <li>- Explicit Consent (medical);</li> </ul>
Protection of Enrolled Learners	<ul style="list-style-type: none"> <li>- Identity Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Obligation to provide service to learner;</li> <li>- Legal Compliance;</li> </ul>
Processing of Applications and Recognition of Prior Learning	<ul style="list-style-type: none"> <li>- Identity Data;</li> <li>- Financial Data;</li> <li>- Garda Vetting Data;</li> <li>- Medical Data;</li> <li>- Professional and/or Academic Data;</li> <li>- References Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Obligation to provide service to learner;</li> <li>- Legal Compliance;</li> </ul>
To provide information about new programmes and/or services	<ul style="list-style-type: none"> <li>- Identity Data;</li> <li>- Technical Data;</li> <li>- Usage Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Duty of College;</li> </ul>
Information needed for Government and legal purposes.	<ul style="list-style-type: none"> <li>- Identity Data;</li> <li>- Garda Vetting Data</li> <li>- Attendance Data</li> </ul>	<ul style="list-style-type: none"> <li>- Compliance with legal and policy obligations;</li> </ul>
To manage financial aspects; fees; fee schedules; fee recovery.	<ul style="list-style-type: none"> <li>- Identity Data;</li> <li>- Financial Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Obligation to provide service to all learners;</li> </ul>
To engage with learners in the development of a mutually beneficial relationship	<ul style="list-style-type: none"> <li>- Identity Data;</li> <li>- Usage Data;</li> <li>- Technical Data;</li> <li>- Engagement and Attendance Data;</li> <li>- Survey Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Improvement of products and services;</li> <li>- Obligation to provide service to all learners;</li> </ul>
To measure the effectiveness of marketing , advertising	<ul style="list-style-type: none"> <li>- Usage Data;</li> <li>- Technical Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Grow the College;</li> <li>- Inform strategy of College;</li> </ul>

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To improve and protect our website, internal operations, (e.g. troubleshooting the online environment, surveying) programmes, customer and learner relationships and experiences.	<ul style="list-style-type: none"><li>- Usage Data;</li><li>- Technical Data;</li><li>- Identity Data;</li><li>- Assessment Data;</li><li>- Engagement and Attendance Data;</li><li>- Survey Data;</li></ul>	<ul style="list-style-type: none"><li>- Legitimate interest of the College;</li><li>- Defining our customer base and products and services;</li><li>- Grow the College;</li><li>- Inform strategy of College;</li></ul>
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**I have read BQA 8.1 Terms and Conditions of Use of The College Information and Communications Technology AND BQA 8.2: Privacy Policy and hereby agree to be bound by them:-**

Yes

No

**PRINT NAME:**

**SIGNED:**

**DATE:**