

## IT Terms of Use

### IT TERMS OF USE Update: August 2025

#### Acceptance of Terms of Use

IT provides and supports access to a wide range of telecommunication, collaboration, multimedia, infrastructure, and other IT Services (Services) for South Essex College of Further and Higher Education (SEC) and its subsidiaries. By accessing these services, you accept these terms or by continuing to use the services when notified of a change. If you do not agree to these terms, then you are agreeing not to use any services.

#### Privacy

Your privacy is important to us and you should ensure you have read the SECG accompanying privacy, data protection and IT policies as they outline the types of data we collect about you and your devices, how we use your data, and the legal basis for using your data.

#### Content and Monitoring

IT reserves the right to examine or delete any files and communications that may be held on its computer systems or to monitor any network use and internet access within the guidelines of the Regulation of Investigatory Powers (RIP) Act 2000, Data Protection Act 2018, Freedom of Information Act 2000 and PREVENT Duty as part of the Counter-Terrorism and Security Act 2015. Examination and deletion may be done automatically by our security systems.

We utilise advanced security and compliance tools to ensure the safety and integrity of our communications and data. These tools scan and detect phrases that could be safeguarding concerns or wider concerns to the college, including potential insider risks and communication compliance. They analyse content to identify patterns and keywords in both data and communications that may indicate issues such as bullying, harassment, or self-harm.

#### Code of Conduct

Individuals are responsible for all activity on their account and as such accounts must not be shared with others. While using your account to access services you must adhere to the following:

1. Do not use any services for illegal activity.
2. Do not circumvent any restrictions or security measures for accessing services.
3. Do not use any services to access, display or transmit anything deemed inappropriate which includes:
  - **Discrimination** - Promotes the unjust or prejudicial treatment of people on the grounds of the protected characteristics listed in the Equality Act 2010.
  - **Drugs / Substance abuse** - Displays or promotes the illegal use of drugs or substances.

- **Extremism** - Promotes terrorism and terrorist ideologies, violence, or intolerance.
  - **Malware / Hacking** - Promotes the compromising of systems including anonymous browsing and other filter bypass tools as well as sites hosting malicious content.
  - **Pornography** - Displays sexual acts or explicit images.
  - **Piracy and copyright theft** - Includes illegal provision of copyrighted material.
  - **Self-Harm** - Promotes or displays deliberate self-harm (including suicide and eating disorders).
  - **Violence** - Displays or promotes the use of physical force intended to hurt or kill.
4. Do not engage in activity that is harmful to you, the services, or others.
  5. Do not use services to send Spam. This includes forwarding on chain emails.
  6. Do not engage in activity that violates the privacy of others.
  7. Do not infringe on copyright or software licensing.
  8. Do not move computing assets without prior authorisation from IT.
  9. Abide by all other College policies and procedures on securely using our services and acceptable conduct which are available on the staff and student intranet.

### **Third Parties**

Some of our services are hosted, supported, and supplied by third parties. In addition to the IT Terms of Service you also consent to abiding by third-party regulations. These include but are not limited to, JISC, Microsoft, Adobe, and Apple. If you are in any doubts about these third-party regulations, please contact IT so we can provide them to you.

### **Service Support**

IT will only support services whose purchase has been approved by the Head of IT. This is to ensure that support is available where needed and that the IT team is not trying to manage disparate systems and the security risks associated with so-called “shadow IT” within the College. Supported operating systems and application versions are published on the South Essex College website or by emailing [ithelp@southessex.ac.uk](mailto:ithelp@southessex.ac.uk). The use of personal Windows or macOS devices is not permitted for staff.

### **Printing**

Printing can be collected from any SEC printer by swiping your card or logging in. Any uncollected prints will be deleted after 36 hours. Students receive a minimum of £3.50 per term, once this has been used students can top up via the Learning Resource Centre. All unused credit at the end of the year will carry forward to the next year of study. Any credit held on account when a student leaves the College (either by withdrawing from or completing a course) will not be refunded.

## **Enforcement**

Infringement of these terms may result in access to our services being revoked and disciplinary action taken against the offender in accordance with SECG disciplinary policies. When an infringement has occurred, information may be passed on to the appropriate law enforcement agency and any other organisations whose regulations you have breached.

## **Notification**

All individuals should report any violation of these terms or any incident that may jeopardise the confidentiality, integrity, and availability of services to IT immediately by emailing [ithelpline@southessex.ac.uk](mailto:ithelpline@southessex.ac.uk)